



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION  
ANNUAL EMPLOYEES' APPRECIATION DAY: TOKENS

22 November 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **ANNUAL EMPLOYEES' APPRECIATION DAY: TOKENS (APP 2021-0147)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 29 November 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307  
**Attention to:** **ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

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<sup>1</sup> **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

**NOTE:** Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2021-0147

**TECHNICAL SPECIFICATION  
ANNUAL EMPLOYEES' APPRECIATION DAY: TOKENS**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 350,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in <u>every item</u> )
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Technical Requirements/Specifications</li> <li>2. Payment and Delivery</li> </ol> </li> </ul>			- _____  - _____
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)

Ref No.: RFQ-2021.0147

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021



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## TERMS OF REFERENCE

### ANNUAL EMPLOYEES' APPRECIATION DAY: TOKENS

#### I. BACKGROUND

The National Privacy Commission (NPC) is the country's privacy watchdog: an independent body mandate to administer and implement the Data Privacy Act of 2021 and to monitor and ensure compliance the country with international standards set for data protection. The law was passed in 2012, but it was only in 2016 that the first Privacy Commissioner was appointed, and the secretariat was formed.

In its pursuit of achieving its vision as the world-class regulatory and enforcement agency upholding the right to privacy and data protection while ensuring the free flow of information and commitment to excellence, its workforce have been working hard with dedication. They have served as the backbone that dedicated their time, and support to realizing its goal.

At the end of each year, it is worthy to recognize the contribution of its employees to the attainment of the agency's mission and vision. Particularly this year, that despite the challenges brought about by the COVID-19 pandemic, the NPC was able to deliver its services to the Filipino people. It is also worth recognizing the support that the NPC received from its stakeholders, that has also particularly helped in the achievement of its goals.

#### II. OBJECTIVES

To procure tokens of appreciation to NPC employees and stakeholders for their untiring service and support the achievement of the mission and vision of the organization.


#### III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

##### A. Technical Specifications:

The items in the list shall be arranged in a woven basket made from native materials, with red ribbon and gift tag hanging in one of its handles.



Contents of the basket:

Item No.	Description	Quantity
2	Spaghetti pasta 1kg	1
3	Spaghetti sauce (3 packs 250g)	3
4	Fruit cocktail 825 g	1
5	All-purpose cream 125ml	2
6	Condensed milk 300ml	1
7	Cheese cheddar 165 g	1
8	Mayonnaise 470 ml	1
9	chamomile tea (1.25 g x 10 bags)	1 box
10	desk lamp pen holder phone holder USB output supply Color white Printed with NPC logo 	1
11	eye cover made from silk cloth	1

color: Royal blue  
at least 22x12 cm  
with adjustable elastic band for better fit  
with NPC logo



- **1 lot**, offer must not be lower than **250 packs**
- All consumable products (food/medicine) must have at least one (1) year viability or expiry date, indicated in its packaging.
- Canned goods, food pouches or boxes should have intact labels, no dents or rust and other signs of mishandling or wear

## B. Documentary Requirements

The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by BAC Secretariat.

## IV. PAYMENT AND DELIVERY

- Sample products inside the basket, and items with printed logo of the NPC must be presented to the End-user for approval within 5 working days after signing of the Purchase Order/Contract/Work Order
- Full delivery within 15 working days upon approval of the sample/proof or before December 15, 2021, whichever comes first
- The NPC-HRDD shall process the payment upon receipt of the following documents submitted by the Supplier:
  - Statement of Account/Invoice/Billing
  - Delivery Receipt
- The supplier/manufacturer/distributor must deliver the goods or perform the services within the period specified by the Procuring Entity, as specified in the Contract. If delays are likely to be incurred, the supplier/manufacturer/distributor must notify the Procuring Entity in writing. It must state therein the cause/s and duration of the expected delay.
- All payments shall be subject to existing budgeting, accounting and auditing laws, rules and regulations.

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling**

**interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBE AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant having exhibited to me his/her \_\_\_\_\_ issued on/valid until \_\_\_\_\_.

Doc. No.: \_\_\_\_\_

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