



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

FLAG AND FLAG POLES  
(APP Item No. 2022-0138)

13 September 2022

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **FLAG AND FLAG POLES (APP Item No. 2022-0138)**. 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., 16 September 2022**.

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

1. Copy of the valid and current Mayor's/Business 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>;
4. Sample of the Philippine flag, subject to the evaluation of the DOST-PTRI; and
5. 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:

BIDS AND AWARDS COMMITTEE  
5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

Sincerely,

**ATTY. MA. FRANCES AIRA SY**  
BAC Secretariat Head  
National Privacy Commission

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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.: BAC-22-00268

5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307  
URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No. 8234-2228

**TERMS OF REFERENCE  
FLAG AND FLAG POLE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 85,000.00)		Compliance (Manifest your compliance by writing " <u>COMPLY</u> " in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Technical Specification" for:</li> <li><b>1. Technical Requirements</b> <ol style="list-style-type: none"> <li>1. Philippine Flag (8pcs) 3 x 6 ft Blue cable no. 80173 White cable no. 80001 Red cable no. 80108 Golden cable no. 80068 (see attached technical specification for further details)</li> </ol> </li> </ul>			
			<ol style="list-style-type: none"> <li>2. NPC Flag (8pcs) 3 x 5 ft Font: Metropolis White #FFFFFF Black #101820 Red 9E2A2B Yellow FBDB65 Blue 151F6D (see attached design)</li> </ol>			
			<ol style="list-style-type: none"> <li>3. Flagpole (16 pcs) 8ft (including woodstand) Wood with wood stand</li> </ol>			
			<ol style="list-style-type: none"> <li>4. Warranty</li> </ol>			
			<b>2. Payment and Delivery</b>			
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to Proceed for inspection and verification.

- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VI. Delivery shall be completed within 45 working days from receipt of Purchase Order/NTP.

CONFORME:

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

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



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

FLAG AND FLAGPOLES  
(APP Item No. 2022-0138)

I. BACKGROUND

The Administrative Services Division of the National Privacy Commission (NPC) is one among the divisions that provide assistance and support to the operations of the Commission and one of it is to continuously provide the supplies. These supplies are essential not only for the operations of the Commission but also to efficiently comply with the rules and regulations of oversight agencies.

To ensure that the Commission demonstrate its patriotism, and to be part of exhibits on all Commission events/activities, the ASD proposes to procure the Philippine flag and the flag of NPC (with NPC Logo) with flag poles.

II. OBJECTIVES

To procure flag with flagpoles to demonstrate patriotism and to ensure that it will be part of the exhibits on all activities/events of the Commission.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. To deliver the following items:

Item	Description	Quantity
Philippine Flag	Dimension: 3 x 6 ft The color shall be as follows: -Blue: Cable No. 80173 -White: Cable No. 80001 -Red: Cable No. 80108 -Golden: Cable No. 80068  <i>Note: The assigned cable numbers are listed in the Tenth Edition of the Standard Color Reference of America, created and issued by the Color Association of the United States, No. 343 Lexington Avenue, New York, New York, 10016, Series, 1981.</i>	8 pieces

NPC Flag	Dimension: 3x5 ft Font: Metropolis The color shall be as follows: -White: #FFFFFF -Black: #101820 -Red: 9E2A2B -Yellow: FBDB65 -Blue: 151F6D  <i>See attached: NPC Flag specifications</i>	8 pieces
Flagpole	8ft (including wood stand) Wood with wood stand	16 pieces

1. *Supplier's Qualification:*

The supplier shall submit/provide the following documents:

- PhilGEPS Registration;
- Mayor's/Business permit; and
- Updated Accreditation or authorization issued by the DOST institutes

2. **For the PHILIPPINE FLAG**, in compliance with *item H. Specifications of the National Flag of the IRR of R.A No. 8491*,

- a. the supplier shall submit one (1) sample of the Philippine Flag (*compliant with the design, color, craftsmanship and material requirements of the Government*) and with the proposal/quotation to the Commission, and the submitted sample shall be subject for evaluation of the Department of Science and Technology (DOST) - Philippine Textile Research Institute (PTRI)
- b. The results of evaluation of the said institutes will be one of the considerations of the Bids and Awards Committee for the awarding.
- c. Non-submission of sample shall automatically forfeit their submitted proposal/quotation.

3. *Warranty*

- a. Warranties against manufacturing defects, as well as parts and service
- b. Warranty period/s: One Year
- c. Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user

4. The evaluation of the items shall include, but not limited to:

- a. Inspection and Acceptance of the items by the End-User, NPC Inspection and Acceptance Committee and Property Officer; and
- b. Physical checks on the item for any deformation, dents and cracks and the completeness for its physical and visual examination.

- c. Certified and stamped approved of the sample issued by the Philippine Textile Research Institute (PTRI) of the Department of Science and Technology (DOST)

#### IV. PAYMENT AND DELIVERY

Delivery shall be completed within Forty-Five (45) working days from receipt of Purchase Order/NTP.

**Place of Delivery:** NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made when the Goods have been delivered in accordance with the signed contract/purchase order and instructions and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods and the mode of procurement shall be *Alternative Mode through Negotiated Procurement – Small Value Procurement*

#### VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : FY2022 Current Appropriations- General Appropriations Act of 2022 (APP Item No. 2022-0138)

Approved Budget for the Contract : Eighty-Five Thousand Pesos Only (Php85,000.00).

**Prepared by:**



**JOEL T. PATULINGAN JR.**  
*Administrative Officer III, ASD*

**Recommending Approval:**



**MARLON RUBEN N. FABRICANTE**  
*Chief, ASD*

**Approved by:**



**ATTY. MANUEL C. SATUITO**  
*Director IV, FAO*



NATIONAL  
PRIVACY  
COMMISSION

3FT

DIMENSION: 3x5FT  
FONT: METROPOLIS

5FT

COLOR HEX  
CODE

#FFFFFF  
NPC WHITE

#101820  
NPC BLACK

#9E2A2B  
NPC RED

#FBDB65  
NPC YELLOW

#151F6D  
NPC BLUE





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NATIONAL  
PRIVACY  
COMMISSION



**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

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

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

Page No. \_\_\_\_\_

Book No.: \_\_\_\_\_

Series of 20\_\_\_\_\_