



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

OFFICE RENTAL
(APP Item No. 2023-0017)

10 March 2023

MR. RENATO B. PADILLA
General Manager
Philippine International Convention Center
PICC Complex, Pasay City

Thru: **Mr. Glenn Pelonio**
Assistant Director of Facilities and Property Division
glpelonio@picc.gov.ph

Re: Request for Quotation

The National Privacy Commission intends to engage the service of Philippine International Convention Center for the **OFFICE RENTAL (APP 2023-0017)** for a period of five (5) months from April 1, 2023 to August 31, 2023. As such, we would like to request your quotation for the said engagement, the details of which are discussed in the attached Scope of Work.

Please submit your quotation and manifestation of compliance to the attached Scope of Work **on or before 05:00 PM, 16 March 2023** via e-mail to 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,

 Digitally signed
by Medalla Joan
Therese Caragay

JOAN THERESE C. MEDALLA
BAC Secretariat Head
National Privacy Commission

Ref No.: BAC-23-00156

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

5th 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 Tel No. 8234-2228

**SCOPE OF WORK
OFFICE RENTAL**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 13,385,500.00)		Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in every item</u>)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: 			
			1. Scope of Work			
			2. Contract Duration			
			3. Payment and Delivery			
TOTAL						

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. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- IV. Payment shall be processed upon receipt of monthly billing statement and upon issuance of Certificate of Acceptance of Output by the end-user.
- V. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

OFFICE RENTAL
(APP Item No. 2023-0017)

I. BACKGROUND

The National Privacy Commission (NPC) is charged with the administration and implementation of the provisions of the Data Privacy Act of 2012 (DPA) and to monitor the compliance of the country with the international standards set for data protection. In line with this, the commission continually expand its services and its manpower to sustain its daily operation and ensure that regardless of a restrictive environment brought by the COVID-19, there is no interruption in the provision of services.

To comply with the current issuances pertaining to work arrangement and to ensure continuity of the operations of the National Privacy Commission, the Administrative Services Division proposes for the renewal of current office space to accommodate the current number of employees including office furniture, conference room, data center, etc. The NPC is occupying an office space within the Philippine International Convention Center (PICC) with a total floor area of 2,188.20 sqm (5th floor *East Banquet Hall, West Banquet Hall, Lobby Glass enclosed area* and 4th floor *Summit hall, Lobby Glass Enclosure Area*).

II. OBJECTIVES

To renew the existing office space of the National Privacy Commission.

III. SCOPE OF WORK

The National Privacy Commission requires the following:

1. The Office Space/s that is **located within Pasay City**;
2. The Office Space/s that is publicly-owned real property.
3. The capacity of the space **should have at least more than 2,000 sqm. Or can accommodate at least 200 employees including office furniture, conference rooms, ICT equipment, etc.**
4. The office space/s should have **sufficient industrial type air-conditioning and lighting facilities** that can be used from Monday to Friday from 8:00 AM to 5:00 PM or during weekend/s or holiday as requested by the Commission
5. It has **exclusive access** to sanitary facilities (*e.g. adequate comfort rooms and lavatories separate for male and female employees including PWD-friendly comfort room*);

6. The office space must have access to functional elevators such as guest elevator and service elevators and in cases that the elevator is not functioning it should be accessible via stairs;
7. The office space must have easy access to emergency exits that is functional and can easily be found during emergency situations
8. The provider can arrange for parking slots for the official vehicles of the Commission
9. The provider must be able to consistently comply with relevant local and national issuances for buildings and establishment

IV. CONTRACT DURATION

The engagement is for **Five (5) months**, which shall commence from receipt of **April 01, 2023 to August 31, 2023**.

V. PAYMENT AND DELIVERY

The payment for the services rendered will be processed upon receipt of monthly billing statement and upon issuance of Certificate of Acceptance of Output by the end-user.

VI. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service and the mode of procurement shall be Agency- to- Agency.

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

Source of Fund : FY 2023 General Appropriation
NPC Annual Procurement Plan for FY 2023 (APP Item
No. 2023- 0017)

Approved Budget
for the Contract : Thirteen Million Three Hundred Eighty-Five Thousand
Five Hundred Pesos Only
(Php 13,385,500.00).

Prepared by:



JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Recommending Approval:



MARLON RUBEN N. FABRICANTE
Chief Administrative Officer, ASD

Approved by:



Atty. MANUEL C. SATUITO
Director IV, FAO