



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

**SUPPLEMENTAL/BID BULLETIN NO. 001-2023**

DATE : 6 March 2023

SUBJECT: Security Services (APP Item No. 2023-0018)

After clarifications, consideration and discussion of relevant issuances during the Pre-Bid Conference on 2 March 2023 for this procurement, the National Privacy Commission – Bids and Awards Committee (NPC-BAC) hereby issues, *motu proprio*, this Supplemental/Bid Bulletin clarifying relevant provisions in the Bidding Documents, to wit:

| RELEVANT ISSUANCE/<br>CLARIFICATION   | ADDENDUM/AMENDMENT/ ANSWER   |
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| <a href="#">NPC Circular No. 2022-03 - Guidelines for Private Security Agencies (PSAs) on Proper Handling of Customer and Visitor Information</a> | <p>Section II (20) of the Bidding Documents provides that “Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest/Single Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and <u>other appropriate licenses and permits required by law and stated in the BDS.</u>”</p> <p>On 5 December 2022, the NPC issued NPC Circular 2022-03 (Guidelines for Private Security Agencies on the Proper Handling of Customer and Visitor Information), providing for guidelines for Private Security Agencies (PSAs) who process personal data.</p> <p>The BAC Members resolved that given the nature of this procurement, <u>compliance with NPC Circular No. 2022-03 on Proper Handling of Customer and Visitor Information shall form part of the Post-Qualification requirements.</u></p> |

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*The original of this document is in digital format*  
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| <p>To what extent will the required compliance be?</p> | <p>For purposes of Post-Qualification, the NPC-BAC clarified and resolved that compliance with Section 4 (A) of <a href="#">NPC Circular No. 2022-03</a> quoted below shall be considered substantial compliance:</p> <p>SECTION 4. Obligations of PSAs acting as PICs. – All PSAs acting as PICs shall have the following obligations:</p> <p>A. Registration. All PSAs acting as PICs shall register with the Commission in accordance with the applicable Rules on the Registration of Data Processing Systems and Notifications regarding Automated Decision-Making;</p> <p>xxx</p> <p>In case the PSA has no registered Data Protection Officer (DPO) yet, reference may made to the following links for Guidance:</p> <ul style="list-style-type: none"> <li>• <a href="#">NPC Circular No. 2022-04 - Guidelines on Registration</a></li> <li>• <a href="#">Guidelines on DPO/DPS Registration Process</a></li> </ul> <p>For clarity, during the Post-Qualification, the Lowest/Single Calculated and Responsive Bidder shall submit the following documents:</p> <ul style="list-style-type: none"> <li>- Copy of the company’s latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</li> <li>- One (1) physical copy of the original bidding documents</li> <li>- <b>Copy of the Registration Certificate issued by the National Privacy Commission upon registration of the company's Data Protection Officer and/or Data Processing Systems</b></li> </ul> <p>Once the PSA-prospective bidders have applied for the registration, they may seek assistance by sending an email to <a href="mailto:bacsecretariat@privacy.gov.ph">bacsecretariat@privacy.gov.ph</a> so that the Secretariat can assist in facilitating with the concerned NPC division, the issuance of decision over the application for Registration Certificate.</p> |
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|  | Thereafter, the NPC may require full compliance with the provisions of NPC Circular No. 2022-03 throughout the duration of the contract. |
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The foregoing shall form an integral part of the **Bidding Documents for SECURITY SERVICES** for the National Privacy Commission. Any provision inconsistent herewith is hereby amended and superseded accordingly.

For the information and guidance of all concerned.

**ATTY. MARIA THERESITA E. PATULA**

*Director IV – Legal and Enforcement Office*

*BAC Chairperson*