



## REQUEST FOR QUOTATION

### PRINTING OF FY 2023 ANNUAL REPORT (APP Item No. 2024-0060)

20 March 2024

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PRINTING OF FY 2023 ANNUAL REPORT (APP Item No. 2024-0060)**. 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 **12:00 NN., 26 March 2024**.

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

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current 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:

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

Sincerely,

Digitally signed  
by Mendoza Ma  
Josefina Eusebio

**ATTY. MA. JOSEFINA E. MENDOZA**  
BAC Secretariat Head  
National Privacy Commission

<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.**

**TECHNICAL SPECIFICATION  
PRINTING OF FY 2023 ANNUAL REPORT**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 60,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> <li>Please refer to the "Technical Specification" for:</li> </ul>			
			<b>1. Technical Specification</b> <ul style="list-style-type: none"> <li>25 Copies excluding mock-ups</li> <li>100 pages</li> </ul> <i>"See attached Technical Specification for the description"</i>			
			<b>2. Timelines/Deliverables</b> <i>"See attached Technical Specification for the description"</i>			
			<b>Deliverables</b>	<b>Timeline</b>		
			Provision of raw files, options, design, and/or photos (3 versions) based on concept of end-user	First week of April 2024		
			Printing of First mock-up (3 copies)	12 April 2024		
			Printing of Second mock-up (3 copies)	24 April 2024		
			Printing of final version (25 copies)	Not later than 10 <sup>th</sup> of May 2024		
			<b>3. Liquidated Damages</b> <i>"See attached Technical Specification for the description"</i>			
			<b>4. Confidentiality</b> <i>"See attached Technical Specification for the description"</i>			
<b>5. Payment and Delivery</b> <ul style="list-style-type: none"> <li>Fully delivery should be made not later than or within five (5) calendar days from the receipt of final version whichever comes first</li> </ul> <i>"See attached Technical Specification for the description"</i>						
<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 Award 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.

CONFORME:

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

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

## 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;

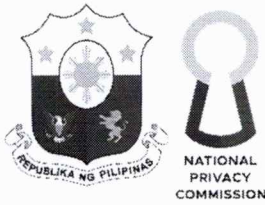
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging 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 \_\_\_\_\_



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## TECHNICAL SPECIFICATION

### PRINTING OF FY 2023 ANNUAL REPORT (APP Item No. 2024 - 0060)

#### I. BACKGROUND

As the Philippines' data privacy authority, the National Privacy Commission (NPC/Commission) is empowered to administer and implement the Data Privacy Act of 2012 (RA 10173). To this end, the NPC is committed to protecting the personal information of individuals and fostering a culture of privacy while ensuring compliance with international data protection standards. It supports the free flow of relevant information and maintains accountability in the processing of personal data, aimed at overall championing the privacy rights of the Filipino people.

In light of the rapid technological changes, the NPC has consistently upheld its mandate by fervently manifesting its dedication to safeguarding the fundamental right to privacy while strengthening our resilience amidst the ever-evolving cyber landscape. Taking the centerstage in 2023, the NPC demonstrated a multifaceted approach and resolute commitment to data protection. As part of its heightened efforts to be globally competitive, the Commission consistently launches a variety of privacy awareness projects and initiatives.

Pursuant to Section 40 of the Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), the Commission shall annually report to the President and Congress on its activities in carrying out the provisions in the act. Additionally, to ensure that these functions are carried out efficiently and effectively, and as one of the requirements of the Department of Budget and Management (DBM) for the FY 2025 Budget Call (National Budget Memorandum No. 149), the Commission shall submit an Annual Report for CY 2023 which comprises of the accomplishments of each office, division, unit, and committee for the mentioned year.

Finally, it is the NPC's Financial, Planning, and Management Division (FPMD) as part of the agency's Annual Performance Report Editorial Team that is tasked with preparing and printing the CY 2023 Annual Report.

#### II. OBJECTIVES

The Annual Report presents the significant milestones and highlights of NPC accomplishments in CY 2023 which contains the following objectives:

1. Introduce the Commission's mandate, mission, and vision, and the manpower of the Commission; and

2. Provide a full report of the Commission's achievements and accomplishments for CY 2023.

### III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

The Commission through its Annual Performance Report Editorial Team shall provide the pegged layout of the CY 2023 Annual Report and final narrative report with photos to the supplier.

Specifications	Requirements
Quantity	25 copies excluding mock-ups
Total number of pages	100 pages
(back-to-back, including the cover and back page) and leaves by size	A3: 25 leaves A4: 50 leaves
Size	A3 (spread) A4 (folded)
Material/Paper type	Cover: C2S 220gsm, matte Inside: C2S 80gsm, glossy
Page Orientation	Portrait
Print type	Full Color (with images)
Printing method/technique	Offset printing
Binding	Primary requirement: Perfect bind  Secondary requirement: Saddle stitch/staple binding
Other requirements	Inclusive of Layout

**\*Distribution plan:**

- Office of the President - 1
- Senate - 3
- House of Representatives -3
- Department of Information and Communications Technology - 1
- National Telecommunications Commission - 1
- Cybercrime Investigation and Coordinating Center - 1
- Department of Budget and Management - 3
- National Economic and Development Authority - 2
- Commission on Audit - 2
- NPC Copy - 8

The winning bidder shall be responsible for the provision among other works, of the following:

1. **Conceptualization of Design.** The Winning Bidder shall develop and present a minimum of two (2) comprehensive artwork design for the front and back cover guided by the raw files, concept, and pegs provided by the end-user FPMD, the presentation of design shall be accompanied with a brief description.

2. **Layout.** The Winning Bidder shall prepare a minimum of two (2) layout, design, and photos proposals for the inside pages which should complement the proposed design for the cover. The inside pages present the highlights of NPC's accomplishments.

Layout shall include, but not limited to the (i) application of artwork appropriate for the approved concept and design and chosen theme; (ii) presentation of tables, charts, graphs, and infographics; (iii) and arrangement of manuscript (i.e., pagination, quality and color, etc.).

3. **Produce Two (2) Mock-ups before Printing.** The Winning Bidder must produce mock-ups and accommodate changes in the entire Annual Report with a maximum of (3) editing and proofreading. Once the first mock-up is provided, another round of editing and proofreading will be done, and the second mock-up will be prepared. After the approved layout and design, a mock-up Annual Report will be produced and subject for approval.

Supplier must provide three (3) copies of the mock-up Annual Report. The copies of the first mock-up Annual Report will be given to the NPC Annual Performance Editorial Team for comments. The first mock-up Annual Report must be approved before providing the end-user a second mock-up Annual Report to ensure that the changes are incorporated. Supplier must provide three (3) copies of the second mock-up Annual Report.

After the second mock-up Annual Report, the Supplier must receive a signed mock-up Annual Report before proceeding with the printing of the final twenty-five (25) copies;

4. **Production, Printing and Packaging.** Printing starts after the second mock-up is approved.
5. **Timelines/Deliverables.** The NPC Annual Report must be delivered on or before the specified dates below:

Deliverables	Timeline
Provision of raw files, options, design, and/or photos (3 versions) based on concept of end-user	First week of April 2024
Printing of first mock-up (3 copies)	12 April 2024
Printing of second mock-up (3 copies)	24 April 2024
Printing of final version (25 copies)	Not later than 10 <sup>th</sup> of May 2024



#### IV. LIQUIDATED DAMAGES

In case the winning bidder fails to satisfactorily and completely provide the service work within the specified contract time, plus any extension time duly granted and is in default under the contract, the winning bidder shall pay NPC for liquidated damages, and not by way of penalty, with an amount as provided in the conditions of the contract, which is equal to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay.

In the entitlement to such liquidated damages, the NPC need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due to the winning bidder under the Contract.

#### V. CONFIDENTIALITY

The winning bidder shall not share or release any information or data obtained in the course of this project to any person without written consent from the NPC.

#### VI. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Full Delivery	25	Full delivery should be made not later than or within five (5) calendar days from the receipt of the final version whichever comes first. Late deliveries shall incur liquidated damages reflected upon payment.	<ul style="list-style-type: none"><li>• Delivery Receipt</li><li>• Sales or Billing Invoice</li></ul>

**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 and instructions and upon issuance of the documentary requirements such as Distribution List, Distribution Plan (if applicable), Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and Certificate of Acceptance by the Financial, Planning and Management Division (FPMD).

#### VII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.  
The mode of procurement shall be:

1. *Alternative Mode through*
  - a. *Small Value Procurement*


**VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT**

Source of Fund : FY 2024 General Appropriations  
NPC Annual Procurement Plan FY 2024  
(APP Item No. 2024-0060)  
Project Procurement Management Plan of FPMD  
Charged to GAS-MOOE


Approved Budget  
for the Contract : Sixty Thousand Pesos Only (Php 60,000.00).

**Prepared by:**



  
**Eunice Hazel S. Miranda**  
*Administrative Officer I, FPMD*

  
**Fionamae Hilda V. Abainza**  
*Administrative Officer IV (Planning Officer II), FPMD*

**Recommending Approval:**

  
**Marilou C. Leelian**  
*Chief Administrative Officer, FPMD*

**Approved by:**

  
**Atty. Ivin Ronald D.M. Alzona**  
*Executive Director IV and*   
*OIC-Director IV, FAO (PCSO. No. 017 s. 2024)*