



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
5th Floor, Philippine International Convention Center,
Vicente Sotto Avenue, Pasay City, Metro Manila 1307



REQUEST FOR QUOTATION

PROFESSIONAL SERVICES (HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR WORKSHOP) (APP Item No. 2024-0047)

11 April 2024

RONALDO V. POLANCOS
1476 Pagkakaisa St., Kasilawan, Makati City
rvpolancos@yahoo.com

Dear Mr. Polancos:

The National Privacy Commission intends to procure the **PROFESSIONAL SERVICES (HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR WORKSHOP) (APP Item No. 2024-0047)** for the period of Six (6) Months. As such, we would like to request your quotation for the said engagement, the details of which are discussed in the attached Terms of Reference.

A Highly Technical Consultant must also submit the following requirements:

1. BIR Certificate of Registration¹
2. Professional License/s and Curriculum Vitae;
3. PhilGEPS Registration Number;
4. Signed Updated Personal Data Sheet (PDS); and
5. Manifestation of compliance to the attached terms of reference.

Please submit your quotation together with the required documents on or before **12:00 P.M., 15 April 2024** 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
Mendoza Ma
Josefina Eusebio

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

¹ For Individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA No. 9184, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit, Annex H of the 2016 Revised IRR of RA No. 9184.

**TERMS OF REFERENCE
PROFESSIONAL SERVICES (HIGHLY TECHNICAL CONSULTANT FOR THE
CONDUCT OF SEMINAR WORKSHOP)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 1,200,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> • Please refer to the "Terms of Reference" for: 			
			1. Scope of Services <i>"See attached Terms of Reference for the description"</i>			
			2. Qualification of Consultant <i>"See attached Terms of Reference for the description"</i>			
			3. Contract Duration <i>6 months which shall commence from the receipt of the Notice to Proceed by the Consultant</i>			
			4. Payment and Delivery <i>"See attached Terms of Reference for the description"</i>			
TOTAL						

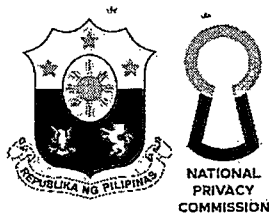
Instruction to bidders (as applicable):

- 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. Present the original BIR Certificate of Registration 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, 5th 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)



TERMS OF REFERENCE

PROFESSIONAL SERVICES (HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF SEMINAR WORKSHOP) (APP Item No. 2024 - 0047)

I. BACKGROUND

The National Privacy Commission (“NPC” or the “Commission”) is an independent body mandated to administer and implement the Data Privacy Act of 2012 (DPA), and to monitor and ensure compliance of the country with international standards set for data protection.

In compliance with Executive Order (EO) NO. 605, Institutionalizing Structure, Mechanisms and Standards to Implement the Government Quality Management Program Amending for the Purpose Administrative Order No. 161, s. 2006, NPC started its QMS Journey in December 2019. With the assistance of a Highly Technical Consultant whom the NPC engaged for the purpose, the NPC completed the different Modules and was able to produce several outputs required by the ISO 9001:2015 standards/clauses, including the Operations Manuals for declared processes.

The Quality Management System (QMS) refers to the organizational structure, responsibilities, procedures, processes, and resources needed to implement quality management.

The NPC has been certified by the Accredited Certifying Body under the International Organization for Standard (ISO) 9001:2015 last December 2021. The SOCOTEC Certification Philippines, Inc. (ISO Certifying Body) accorded the certification after two (2) audit stages and two (2) Surveillance audits, respectively. The Auditors found that the NPC processes adhere to the requirements of its functions, mandate, and quality management system implementation.

The NPC-Top Management recognizes the necessity to sustain the implementation of the Quality Management System in NPC. Thus, considering the continuous implementation of QMS in NPC, the necessity for the services of the consultant to provide technical assistance to continue to implement the NPC QMS, and develop and/or enhance policies and procedures to support continuous improvement.

II. OBJECTIVES

NPC desires to engage the expertise of the Highly Technical Consultant to continue the necessary training and workshops to equip the NPC officials, employees, Quality Management Representative (QMR), and Quality Management Team (QMT) in sustaining the implementation of QMS ISO 9001:2015 at the NPC. There is a need to prepare for the re-certification of the NPC for ISO 9001:2015 by the accredited ISO Certifying Body.

III. SCOPE OF SERVICES

The Consultant is expected to:

A. Deliver services with the following activities:

1. Module 23: Organization Preparation for Re-Certification
2. Module 24: QMS Implementation for Re-Certification
3. Module 25: QMS Re-Certification Preparation for Assessment
4. Module 26: Issuance of the ISO 9001:2015 Certification to NPC by the Accredited Certifying Body

B. Conduct training with lectures, coaching sessions, and workshops through a combination of face-to-face and online platform meetings within the six (6) months contract period, which contract delivery period shall commence after the receipt of the Notice to Proceed (NTP) by the Consultant.

C. Review, revise, and update the NPC Citizen's Charter in accordance with the updated Operations Manuals and existing rules and regulations of the Commission as well as in compliance with the pertinent guidelines issued by ARTA, and other pertinent laws, rules, and regulations.

D. Perform such other tasks related to the implementation of QMS as assigned by the NPC Top Management and/or the Quality Management Representative (QMR).

IV. QUALIFICATION OF CONSULTANT

The Consultant must have:

- Has at least ten (10) years of experience working with any government agency in the implementation of a nationwide Continuous Improvement (CI) Program
- Has assisted at least ten (10) government agencies in their certification for ISO 9001:2015 Quality Management System
- With expertise in government operational systems in at least three levels of governance (Central, Regional, District/Division Offices)
- With expertise in information systems and security technologies

V. CONTRACT DURATION

The engagement is for six (6) months, which shall commence from the receipt of the Notice to Proceed by the Consultant.

VI. PAYMENT AND DELIVERY

The Payment will be through progress billing in accordance with the schedule stated below. Payment shall be made upon submission of the Accomplishment Report per training module and Acceptance of Final Outputs by the QMR at the end of each module, as follows:

Deliverables	Schedule of Payment	Amount (Php)
Module 23: Organization Preparation for Re-Certification	Within six (6) months from the receipt of the Notice to Proceed (NTP)	300,000.00
Module 24: QMS Implementation for Re-Certification	Within six (6) months from the receipt of the Notice to Proceed (NTP)	300,000.00
Module 25: QMS Re-Certification Preparation for Assessment	Within six (6) months from the receipt of the Notice to Proceed (NTP) or until 27 December 2024, whichever comes first	300,000.00
Module 26: Issuance of the ISO 9001:2015 Certification to NPC by the Accredited Certifying Body	Within six (6) months from the receipt of the Notice to Proceed (NTP) or until 27 December 2024, whichever comes first	300,000.00
Total		1,200,000.00

VII. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Consulting Services.

1. *Alternative Mode through Negotiated Procurement –*
 - a. *Highly Technical Consultant*

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

Source of Fund : FY 2024 General Appropriations
NPC Annual Procurement Plan FY 2024 (APP Item No. 2024 - 0047)

Approved Budget for the Contract : One Million Two Hundred Thousand Pesos Only (Php 1,200,000.00).

Prepared by:

Digitally signed by
Palomar James
Britanico Jr.

JAMES B. PALOMAR JR.

QMS Secretariat

Digitally signed
by Villar Paulo

PAULO JOHN M. VILLAR

Head, QMS Secretariat

Approved by:

Digitally signed by Patula
Maria Theresita Elnar

ATTY. MARIA THERESITA E. PATULA

*Director IV, Legal and Enforcement Office
Quality Management Representative*