



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



## REQUEST FOR QUOTATION

### QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 - REPRESENTATION (MEALS) (APP Item No. 2024-0045)

11 April 2024

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 - REPRESENTATION (MEALS) (APP Item No. 2024-0045)**. 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 Noon, 15 April 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; and
3. 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,

Digitally signed  
by Mendoza Ma  
Josefina Eusebio

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

**TECHNICAL SPECIFICATION**  
**QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 -**  
**REPRESENTATION (MEALS)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 300,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u> )
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Scope of Work" for: The exact date will be communicated 2 working days prior to the event</li> </ul>			
			<p><b>1. Service Requirements</b></p> <p><b>A. April to August 2024</b></p> <p>i. Capacity Building on Process Management</p> <ul style="list-style-type: none"> <li>• Lunch: 1 main dish and 1 cup of rice 150 pax</li> <li>• Soda 150 pax</li> </ul>			
			<p>ii. Learning Sessions on Process Management</p> <ul style="list-style-type: none"> <li>- Risk Assessment</li> <li>- Quality Standards</li> </ul> <ul style="list-style-type: none"> <li>• Lunch: 1 main dish and 1 cup of rice 200 pax</li> <li>• Soda 200 pax</li> </ul>			
			<p>iii. Learning Sessions on Document Control</p> <ul style="list-style-type: none"> <li>• Lunch: 1 main dish and 1 cup of rice 50 pax</li> </ul>			
			<p>iv. Learning Sessions on Workplace Improvement</p> <ul style="list-style-type: none"> <li>• Lunch: 1 main dish and 1 cup of rice 50 pax</li> </ul>			
			<p>v. Learning Sessions on Process Quality Review</p> <ul style="list-style-type: none"> <li>• Lunch: 1 main dish and 1 cup of rice 120 pax</li> <li>• Soda 120 pax</li> </ul>			
			<p>vi. Capacity Building on Understanding Customer Satisfaction: Data Reporting</p> <ul style="list-style-type: none"> <li>• Lunch: 1 main dish and 1 cup of rice 50 pax</li> </ul>			
			<p><b>B. September 2024</b></p> <p>i. Conduct of Management Review</p> <ul style="list-style-type: none"> <li>• Lunch: 1 main dish and 1 cup of rice 50 pax</li> </ul>			

		ii. Conduct of Simulation Audit (Gap Assessment) <ul style="list-style-type: none"> <li>Lunch: 1 main dish and 1 cup of rice 210 pax</li> <li>Soda 210 pax</li> </ul>			
		iii. Learning Session on the Preparation for Recertification <ul style="list-style-type: none"> <li>Lunch: 1 main dish and 1 cup of rice 160 pax</li> <li>Soda 160 pax</li> </ul>			
		iv. Conduct of the Re-Certification Audit <ul style="list-style-type: none"> <li>AM Snack: Pastry 210 pax</li> <li>Lunch: 1 main dish and 1 cup of rice 210 pax</li> <li>Soda 210 pax</li> <li>PM Snack: Pastry 210 pax</li> </ul>			
		<b>2. Contract Duration</b> <i>April to September 2024</i>			
		<b>3. Contract Duration</b> <i>Delivery will be coordinated 2 days before the event</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)



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## SCOPE OF WORK SERVICE

### QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 - REPRESENTATION (MEALS) (APP Item No. 2024 - 0045)

#### 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.

The NPC strives to embody the ideals of good governance in its day-to-day operations, ensuring transparency, accountability, and efficient processes for the performance of its public functions and the provision of public services. This involves streamlining of processes and minimizing requirements.

Executive Order No. 605 series of 2007, “Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program, amending for the Purpose Administrative Order No. 161, s. 2006” mandates that all government institutions to have a Quality Management System.

QMS refers to the organizational structure, responsibilities, procedures, processes, and resources needed to implement quality management. This standard specifies requirements for a quality management system when an organization: needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements; and aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements. All the requirements of ISO 9001:2015 are generic and are intended to be applicable to any organization, regardless of its type or size, or the products and services it provides.

The NPC-QMS will conduct a series of activities/workshops/trainings to ensure its continuing suitability, adequacy, effectiveness, and alignment with the strategic direction for the implementation of the QMS in the commission.

#### II. OBJECTIVES

The NPC-QMS will procure meals and snacks for required participants or NPC Personnel who will attend the QMS activities, trainings, and workshops in preparation for the ISO Recertification.



### III. SCOPE OF WORK

The service provider shall provide the catering services for the NPC officials and personnel, with particulars below:

Particulars	Estimated Unit Price	Quantity	Total Price
1 main dish and 1 cup of rice	150.00	1250	187,500.00
Pastry	60.00	420	25,200.00
Soda	72.00	1050	75,600.00
Water	40.00	250	10,000.00
<b>Grand Total Price</b>			<b>298,300.00</b>

The abovementioned quantity and particulars will be divided into training workshops specified below:

Training Workshops	Tentative Dates	Quantity
Capacity Building on Process Management	April to August 2024	<b>Lunch</b> 150 pax (1 main dish and 1 cup of rice with soda)
Learning Sessions on Process Management • Risk Assessment • Quality Standards		<b>Lunch</b> 200 pax (1 main dish and 1 cup of rice with soda)
Learning Sessions on Document Control		<b>Lunch</b> 50 pax (1 main dish and 1 cup of rice)
Learning Sessions on Workplace Improvement		<b>Lunch</b> 50 pax (1 main dish and 1 cup of rice)
Learning Sessions on Process Quality Review		<b>Lunch</b> 120 pax (1 main dish and 1 cup of rice with soda)
Capacity Building on Understanding Customer Satisfaction: Data Reporting		<b>Lunch</b> 50 pax (1 main dish and 1 cup of rice)
Conduct of Management Review		September 2024

Conduct of Simulation Audit (Gap Assessment)	September 2024	<b>Lunch</b> 210 pax (1 main dish and 1 cup of rice with soda)
Learning Session on The Preparation for Recertification	September 2024	<b>Lunch</b> 160 pax (1 main dish and 1 cup of rice with soda)
Conduct of the Re-Certification Audit		<b>AM Snack</b> 210 pax (Pastry)  <b>Lunch</b> 210 pax (1 main dish and 1 cup of rice with soda)  <b>PM Snack</b> 210 pax (Pastry)

ii. Provision of meals to persons with prescribed diet or food restrictions (due to religious and medical reasons) without minimum order requirements;

iii. Shall submit/provide the following documents;

1. PhilGEPS Registration
2. Mayor's/Business Permit
3. Omnibus Sworn Statement with applicable attachments (ABC above Php 50,000.00) and Income/Business Tax Return (ABC above Php 500,000.00)
4. Other documents as needed and prescribed under revised IRR of Republic Act No. 9184.

#### IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have the proper facilities and technical expertise to curate and serve the full-course menu requirement.

#### V. CONTRACT DURATION

The engagement is from April to September 2024, which shall commence from the issuance of the Notice to Proceed/WO/Contract. Schedule of delivery may subject to change but not go beyond 27 December 2024.

#### VI. PAYMENT AND DELIVERY

<b>Full Delivery</b>	Full Delivery should be made in April to September 2024 (Full delivery of service may
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	subject to change depending on the revision of the schedule based on availability of the top management and participants)
<b>Place of Delivery</b>	5 <sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment for the services rendered will be processed upon receipt of the billing statement and upon issuance of a Certificate of Acceptance of Output by the End-User.

**VII. MODE AND NATURE OF PROCUREMENT**

This shall be the procurement of Service.

The mode of procurement shall be:

1. *Alternative Mode through Direct Contracting*

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

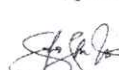
Source of Fund : FY 2024 General Appropriations  
NPC Annual Procurement Plan FY 2024 (APP Item No. 2024 - 0045)

Approved Budget for the Contract : Three Hundred Thousand Pesos Only (Php 300,000.00).

**Prepared by:**

 Digitally signed  
by Palomar James  
Britanico Jr.

**JAMES B. PALOMAR JR.**  
QMS Secretariat

 Digitally signed  
by Villar Paulo  
John Mejica

**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