



REQUEST FOR QUOTATION

QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 - LEASE OF VENUE (APP Item No. 2024-0046)

17 April 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 - LEASE OF VENUE (APP Item No. 2024-0046)**. 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 **05:00 PM., 23 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;
3. Income/Business Tax Return of the preceding year¹; and
4. Manifestation of compliance to the attached scope of work signed by your authorized representative.

Evaluation and Selection Criteria: Bid proposals/quotation shall be evaluated in accordance with the Table Rating Factors for Lease of Venue under Annex H - Appendix B (D) of the 2016 Revised Implementing Rules and Regulations of RA 9184. Only the proposals of service providers/lessor with a weighted average of at least eighty-five percent (85%) shall be considered as responsive.

Please submit your quotation together with the required documents 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 Except for government agencies as lessors, pursuant to Annex H - Appendix A of the 2016 Revised Implementing Rules and Regulation of RA 9184

SCOPE OF WORK
QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 – LEASE
OF VENUE

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 500,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u>)
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: <p>1. Scope of Work</p> <p>A. Capacity Building on Understanding Customer Satisfaction: Dat Gathering & Data Analysis Conduct of the Review of NPC's Citizen's Charter</p> <p>Date and Time June 24-25 2024</p> <p>Number of Attendees 40 Pax per Day</p> <p><i>"See attached Scope of Work for the description"</i></p>			
			<p>B. Capacity Building on ISO 9001:2018 Guidelines for Auditing Management System</p> <p>Date and Time June 26-28, 2024</p> <p>Number of Attendees 40 Pax per Day</p> <p><i>"See attached Scope of Work for the description"</i></p>			
			<p>C. Capacity Building on Process Management</p> <p>Date and Time July 01-05 2024</p> <p>Number of Attendees 50 Pax</p> <p><i>"See attached Scope of Work for the description"</i></p>			
			<p>Venue</p> <p>Must be within the Pasay City and/or City of Manila</p>			
			<p>Venue Setup</p> <ul style="list-style-type: none"> • Sound System • LED TV or Projector • Classroom table setup • Venue with aircon 			
			<p>Food</p> <ul style="list-style-type: none"> • AM and PM Snacks • Water Station • Flowing coffee and tea • Buffet Lunch with at least two (2) viands 			
			<p>2. Contract Duration</p> <p><i>"See attached Scope of Work for the description"</i></p>			
			<p>3. Payment and Delivery</p> <p><i>"See attached Scope of Work for the description"</i></p>			
			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 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, 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)



SCOPE OF WORK SERVICE

QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015 - LEASE OF VENUE (APP Item No. 2024 - 0046)

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 QMS Training Workshops will be conducted outside the NPC premises headed by the QMS Team. This will enable the NPC Employees and Personnel to focus more on the activities and ensure their continued suitability, adequacy, effectiveness, and alignment with the strategic direction for the implementation of QMS in the commission. Moreover, these activities are necessary in preparation for the ISO Recertification of the NPC.

II. OBJECTIVES

To procure a lease of the venue including the meals for the conduct of the QMS Training Workshops.

III. SCOPE OF WORK

1. *Description of work*
Venue for the conduct of the QMS Training Workshops.
2. *Conduct of training*
QMS Training Workshops
3. *Expected Outputs*

Event Title	Capacity Building on Understanding Customer Satisfaction: Data Gathering & Data Analysis Conduct of The Review of NPC's Citizen's Charter
Date and Time	June 24-25, 2024
Venue	Must be within the Pasay City and/or City of Manila
Venue Setup	Sound system, LED TV or Projector, Classroom table setup, and Venue with aircon
Food	AM and PM Snacks, water station, flowing coffee and tea, and Buffet Lunch with at least two (2) viands
Number of Attendees	40 Pax per day
Event Title	Capacity Building on ISO 9001:2018 Guidelines for Auditing Management System
Date and Time	June 26-28, 2024
Venue	Must be within the Pasay City and/or City of Manila
Venue Setup	Sound system, LED TV or Projector, Classroom table setup, and Venue with aircon
Food	AM and PM Snacks, water station, flowing coffee and tea, and Buffet Lunch with at least two (2) viands
Number of Attendees	40 Pax per day
Event Title	Capacity Building on Process Management
Date and Time	July 01-05, 2024
Venue	Must be within the Pasay City and/or City of Manila
Venue Setup	Sound system, LED TV or Projector, Classroom table setup, and Venue with aircon
Food	AM and PM Snacks, water station, flowing coffee and tea, and Buffet Lunch with at least two (2) viands
Number of Attendees	50 Pax

IV. QUALIFICATION OF SERVICE PROVIDER

The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by BAC Secretariat.

V. CONTRACT DURATION

The engagement is for the span of six (6) months (June to November 2024), which shall commence from the receipt of Notice to Proceed/WO/Contract.

VI. PAYMENT AND DELIVERY

Payment shall be processed upon receipt of the billing statement from the supplier.

VII. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Service.


The mode of procurement shall be: *Lease of Real Property or a Venue*

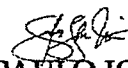
VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : FY 2024 General Appropriations
NPC Annual Procurement Plan FY 2024 (APP Item No. 2024 - 0046)


Approved Budget for the Contract : Five Hundred Thousand Pesos Only (Php 500,000.00)

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