



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

### GENDER AND DEVELOPMENT PROGRAM (REPRESENTATION EXPENSES) (APP Item No. 2024-0042)

30 May 2024

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **GENDER AND DEVELOPMENT PROGRAM (REPRESENTATION EXPENSES) (APP Item No. 2024-0042)**. 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 PM., 05 June 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 200,000.00)		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>			
			<b>1. April to December 2024</b> i. GAD FPS-TWG Chairperson, Vice chairperson, and Secretariat Meetings and meeting with Sub-units and program implementers			
			<ul style="list-style-type: none"> <li>• Lunch meals: beef, rice, and take-out container 20pax</li> </ul>			
			<ul style="list-style-type: none"> <li>• Lunch meals: chicken/pork/fish, rice, and take-out container 15pax</li> </ul>			
			<ul style="list-style-type: none"> <li>• Lunch meals: vegetable, rice, and take- out container 10pax</li> </ul>			
			<ul style="list-style-type: none"> <li>• Pastries: Ensaymada, banana cake, ham &amp; cheese bun 12pax</li> </ul>			
			<ul style="list-style-type: none"> <li>• Pastries: chicken/beef empanada 10pax</li> </ul>			
			<ul style="list-style-type: none"> <li>• Pastas and take -out container 20pax</li> </ul>			
			<ul style="list-style-type: none"> <li>• Soda 20 pax</li> </ul>			
			<b>2. 1<sup>st</sup> week of May 2024</b> i. Gender Sensitivity Training			
<ul style="list-style-type: none"> <li>• Breakfast meals and 2 coffee services 175pax</li> </ul>						
<b>3. 3<sup>rd</sup> week of May 2024</b> i. Meetings with PIAD regarding the Update and maintenance of GAD corner Website						
<ul style="list-style-type: none"> <li>• Pastas 15pax</li> </ul>						
<b>4. Last week of June 2024</b> i. FY 2024 GAD Mid-Year Townhall Meeting						
<ul style="list-style-type: none"> <li>• Breakfast meals and 2 Coffee Services 175pax</li> </ul>						

			<p><b>5. 3<sup>rd</sup> week of July 2024</b></p> <p>i. Meeting with PPO Dir., PDD Chief, and PRD Chief on the issuance of advisory opinions and/ or contributory articles on gender-related inquiries</p> <ul style="list-style-type: none"> <li>• Lunch meals: beef, rice, and take-out container 5pax</li> <li>• Lunch meals: chicken/pork/fish, rice, and take-out container 3pax</li> <li>• Lunch meals: vegetable, rice, and take-out container 2pax</li> </ul>			
			<p><b>6. 2<sup>nd</sup> week of August 2024</b></p> <p>i. 5-year GAD Agenda Day 1</p> <ul style="list-style-type: none"> <li>• Lunch Meals: beef, rice, and take-out container 20pax</li> <li>• Lunch meals: chicken/ pork/ fish/, rice, and take-out container 15pax</li> <li>• Lunch meals: vegetable, rice, and take-out container 5pax</li> <li>• Canned Sodas 40pax</li> </ul>			
			<p><b>7. 2<sup>nd</sup> week of August 2024</b></p> <p>i. 5-year GAD Agenda Day 2</p> <ul style="list-style-type: none"> <li>• Lunch meals: beef, rice, and take-out container 20pax</li> <li>• Lunch meals: chicken/pork/fish, rice, and take-out container 15pax</li> <li>• Lunch meals: vegetable, rice, and take-out container 5pax</li> </ul>			
			<p><b>8. 3<sup>rd</sup> week of August 2024</b></p> <p>i. 5-year GAD Agenda Day 3</p> <ul style="list-style-type: none"> <li>• Lunch meals: beef, rice, and take-out container 20pax</li> <li>• Lunch meals: chicken/pork/fish, rice, and take-out container 15pax</li> <li>• Lunch meals: vegetable, rice, and take-out container 5pax</li> </ul>			

			<p><b>9. 1<sup>st</sup> week of September 2024</b></p> <p>i. GAD Plans and Budget Workshop Day 1</p> <ul style="list-style-type: none"> <li>Lunch meals: beef, rice, and take-out container 20pax</li> <li>Lunch meals: chicken/pork/fish, rice, and take-out container 15pax</li> <li>Lunch meals: vegetable, rice, and take-out container 5pax</li> <li>Canned Sodas 40pax</li> </ul>			
			<p><b>10. 3<sup>rd</sup> week of September 2024</b></p> <p>i. GAD Plans and Budget Workshop Day 2</p> <ul style="list-style-type: none"> <li>Lunch meals: beef, rice, and take-out container 20pax</li> <li>Lunch meals: chicken/pork/fish, rice, and take-out container 15pax</li> <li>Lunch meals: vegetable, rice, and take-out container 5pax</li> </ul>			
			<p><b>11. October 2024</b></p> <p>i. GAD FPS Meeting</p> <ul style="list-style-type: none"> <li>Lunch meals: beef, rice, and take-out container 20pax</li> <li>Lunch meals: chicken/pork/fish, rice, and take-out container 15pax</li> <li>Lunch meals: vegetable, rice, and take-out container 5pax</li> <li>Canned Sodas 40pax</li> </ul>			
			<p><b>12. 2<sup>nd</sup> week of October 2024</b></p> <p>i. Meetings with PIAD regarding the Update and Maintenance of GAD Corner Website</p> <ul style="list-style-type: none"> <li>Pastas 15pax</li> </ul>			
			<p><b>13. 2<sup>nd</sup> week of October 2024</b></p> <p>i. Workshop on the Presentation of GAD Accomplishment Report for FY2024</p> <ul style="list-style-type: none"> <li>Lunch meals: beef, rice, and take-out container 20pax</li> </ul>			

			<ul style="list-style-type: none"> <li>Lunch meals: chicken/pork/fish, rice, and take-out container 15pax</li> </ul>			
			<ul style="list-style-type: none"> <li>Lunch meals: vegetable, rice, and take-out container 5pax</li> </ul>			
			<ul style="list-style-type: none"> <li>Canned Sodas 40pax</li> </ul>			
			<b>14. 28 November 2024</b> i. 18-Day Campaign to End Violence Against Women and Children (VAWC)- kickoff Ceremony <ul style="list-style-type: none"> <li>Lunch meals: beef, rice, and take-out container 90pax</li> <li>Lunch meals: chicken/pork/fish, rice, and take-out container 40pax</li> <li>Lunch meals: vegetable, rice, and take-out container 20pax</li> <li>2 coffee services</li> </ul>			
			<b>15. 04 December 2024</b> i. 18-Day Campaign to End VAWC Seminar/ Training/ Workshop <ul style="list-style-type: none"> <li>Pastas 150pax</li> </ul>			
			<b>16. 12 December 2024</b> i. 18-Day Campaign to End VAWC- Culminating Ceremony <ul style="list-style-type: none"> <li>Lunch meals: beef, rice, and take-out container 90pax</li> <li>Lunch meals: chicken/pork/fish, rice, and take-out container 40pax</li> <li>Lunch meals: vegetable, rice, and take-out container 20pax</li> </ul>			
			<b>17. 3<sup>rd</sup> Week of December 2024</b> i. FY 2024 Year End Townhall Meeting <ul style="list-style-type: none"> <li>Breakfast meals and 1 coffee service 100pax</li> </ul>			
<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

### Gender and Development Program (Representation Expenses) (APP Item No. 2024-0042)

#### I. BACKGROUND

Executive Order No. 273, issued in 1995, acknowledges and concurs with the Philippine Plan for Gender-Responsive Development (PPGD), which covers the years 1995 to 2025. The aforementioned Order applies to all national government agencies, entities, and local government units. It stresses the need to strictly enforce the policies, initiatives, programs, and projects stated in the PPGD. Further, it adheres to Joint Memorandum Circular No. 2013-01, which stipulates rules and regulations for implementing the Magna Carta of Women's localization.

The Philippine Commission on Women (PCW) defines Gender and Development (GAD) as participative, empowering, equitable, sustainable, violence-free, respectful of the rights of individuals, and an advocate of self-determination and human potential.

As part of its commitment to women empowerment and gender equality, the National Privacy Commission (NPC), through its GAD Focal Point System-Technical Working Group (FPS-TWG), will implement programs, activities, and projects (PAPs) aligned with the approved GAD Plans and Budget (GPB) for FY 2024. During the conduct of these PAPs such as meetings, the FY 2024 National Women's Month Celebration (NWMC), the FY 2024 18-Day Campaign to End Violence Against Women and Children (VAWC), and various GAD Technical Learning Sessions, the GAD FPS-TWG will be needing the provision of meals and snacks for the participants of the activities.

As such, the GAD FPS-TWG will be procuring the GAD Program - Representation Expenses through Direct Contracting to Via Mare as prescribed by the Contract between NPC and Philippine International Convention Center (PICC).

#### II. OBJECTIVES

The procurement of the GAD Program - Representation Expenses aims to shoulder the provision of meals and snacks for NPC officials and personnel and external stakeholders.

### III. SCOPE OF WORK

A. The service provider shall provide catering services for NPC officials and personnel and external stakeholders, with particulars below:

Particulars	Unit Price	Quantity	Total Price
Breakfast (main dish, rice, and take-out container)	118	450	53,100.00
Lunch (beef, rice, and take-out container)	148	345	51,060.00
Lunch (chicken/pork/fish, rice, and take-out container)	120	203	24,360.00
Lunch (vegetable, rice, and take-out container)	50	87	4,350.00
Pastries (ensaymada, banana cake, ham & cheese bun)	60	12	720.00
Pastries (chicken or beef empanada)	85	10	850.00
Pasta and take-out container	92	200	18,400.00
Coffee Service per urn of 70 cups	4550	7	31,850.00
Canned sodas	85	180	15,300.00
		<b>GRAND TOTAL PRICE</b>	<b>199,990.00</b>

The above-mentioned quantity and particulars will be divided into programs/meetings/ceremonies specified below:

Meetings/Programs/Ceremonies	Tentative Dates *The exact date will be communicated to the winning bidder 2 days prior to the event	Quantity
1. GAD FPS-TWG Chairperson, Vice Chairperson, and Secretariat Meetings; and Meetings with Sub-units and Program Implementers	April to December 2024 as deemed necessary	20 lunch meals (beef, rice, and take-out container) 15 lunch meals (chicken/pork/fish, rice, and take-out container) 10 lunch meals (vegetable, rice, and take-out container)



		12 pastries (ensaymada, banana cake, ham & cheese bun) 10 pastries (chicken/beef empanada) 20 pastas and take-out container 20 canned sodas
2. Gender Sensitivity Training	1 <sup>st</sup> week of May 2024	175 breakfast meals and 2 coffee services
3. Meetings with PIAD regarding the Update and Maintenance of GAD Corner - Website	3 <sup>rd</sup> week of May 2024	15 pastas
4. FY 2024 GAD Mid-Year Townhall Meeting	Last week of June 2024	175 breakfast meals and 2 coffee services
5. Meeting with PPO Dir., PDD Chief, and PRD Chief on the issuance of advisory opinions and/or contributory articles on gender-related inquiries	3 <sup>rd</sup> week of July	5 lunch meals (beef, rice, and take-out container) 3 lunch meals (chicken/pork/fish, rice, and take-out container) 2 lunch meals (vegetable, rice, and take-out container)
6. 5-year GAD Agenda Day 1	2 <sup>nd</sup> week of August 2024	20 lunch meals (beef, rice, and take-out container) 15 lunch meals (chicken/pork/fish, rice, and take-out container) 5 lunch meals (vegetable, rice, and take-out container) 40 canned sodas
7. 5-year GAD Agenda Day 2	2 <sup>nd</sup> week of August 2024	20 lunch meals (beef, rice, and take-out container) 15 lunch meals (chicken/pork/fish, rice, and take-out container) 5 lunch meals (vegetable, rice, and take-out container)
8. 5-year GAD Agenda Day 3	3 <sup>rd</sup> week of August 2024	20 lunch meals (beef, rice, and take-out container) 15 lunch meals (chicken/pork/fish, rice, and take-out container)

		5 lunch meals (vegetable, rice, and take-out container)
9. GAD Plans and Budget Workshop Day 1	1 <sup>st</sup> week of September 2024	20 lunch meals (beef, rice, and take-out container) 15 lunch meals (chicken/pork/fish, rice, and take-out container) 5 lunch meals (vegetable, rice, and take-out container) 40 canned sodas
10. GAD Plans and Budget Workshop Day 2	3 <sup>rd</sup> week of September 2024	20 lunch meals (beef, rice, and take-out container) 15 lunch meals (chicken/pork/fish, rice, and take-out container) 5 lunch meals (vegetable, rice, and take-out container)
11. GAD FPS Meeting	October 2024	20 lunch meals (beef, rice, and take-out container) 15 lunch meals (chicken/pork/fish, rice, and take-out container) 5 lunch meals (vegetable, rice, and take-out container) 40 canned sodas
12. Meetings with PIAD regarding the Update and Maintenance of GAD Corner - Website	2 <sup>nd</sup> week of October 2024	15 pastas
13. Workshop on the Preparation of GAD Accomplishment Report for FY 2024	2 <sup>nd</sup> week of October 2024	20 lunch meals (beef, rice, and take-out container) 15 lunch meals (chicken/pork/fish, rice, and take-out container) 5 lunch meals (vegetable, rice, and take-out container) 40 canned sodas

14. 18-Day Campaign to End Violence Against Women and Children (VAWC) - Kickoff Ceremony	28 November 2024	90 lunch meals (beef, rice, and take-out container) 40 lunch meals (chicken/pork/fish, rice, and take-out container) 20 lunch meals (vegetable, rice, and take-out container) 2 coffee services
15. 18-Day Campaign to End VAWC - Seminar/Training/Workshop	04 December 2024	150 pastas
04 18-Day Campaign to End VAWC - Culminating Ceremony	12 December 2024	90 lunch meals (beef, rice, and take-out container) 40 lunch meals (chicken/pork/fish, rice, and take-out container) 20 lunch meals (vegetable, rice, and take-out container)
05 FY 2024 Year-End Townhall Meeting	3 <sup>rd</sup> week of December 2024	100 breakfast meals and 1 coffee service

- B. Provision of meals to persons with prescribed diet or food restrictions (due to religious, beliefs, and medical reasons) without minimum order quantity;
- C. The service provider shall contain and provide the following required documents:
  - a. PhilGEPS registration;
  - b. BIR or Mayor's permit;
  - c. Other related documents as may be required by the Bids and Awards Committee (BAC) Secretariat as prescribed under the revised IRR of RA 9184.

#### IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have proper facilities and technical expertise to curate and serve the indicated menu/particulars under Item No. III - Scope of Work.

#### V. CONTRACT DURATION

The engagement is from April to December 2024, which shall commence from the issuance of the Notice to Proceed.

## VI. PAYMENT AND DELIVERY

Payment for the catering service provided will be processed at the end of the contract and upon submission of correct and complete pertinent documents such as Certificate of Acceptance of Output, Certificate of Completion and Final Acceptance, Supplier Evaluation Form, and the like provided by the end-user/GAD FPS-TWG. The unit price indicated in the quotation shall remain the same despite the increase or decrease in the country's inflation rate.

The service delivery shall be made upon receipt of the approved letter and delivered to the indicated place in the letter.

## VII. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Service with the procurement mode of:


1. *Alternative Mode through Direct Contracting (VIA Mare Corporation)*

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

Source of Fund : R.A. No. 11975 / FY 2024 General Appropriations Act  
FY 2024 NPC Current Annual Procurement Plan (APP)  
charged against the FY 2024 GAD Program's Budget-  
PPMP (GAS-MOOE)

Approved Budget : APP Item No. 2024-0042  
for the Contract : Two Hundred Thousand Pesos Only (200,000.00 Php)

### Prepared by:

 Digitally signed  
by Anasarias  
Hannah Tabion

**HANNAH T. ANASARIAS**

Secretariat, Gender and Development Focal Point System-Technical Working Group;  
Senior Administrative Assistant II, DPCP Committee

### Recommending Approval:


 Digitally signed  
by Cabatu  
Rodolfo Serios Jr

**ATTY. RODOLFO S. CABATU, JR.**

Vice Chairperson, Gender and Development Focal Point System-Technical Working Group;  
Attorney V (Chief), Enforcement Division

Approved by:

Digitally signed  
by Rellosa-  
Saguiguit Rasiele

  
**ATTY. RASIELE REBEKAH D. RELLOSA-SAGUIGUIT**

Chairperson, Gender and Development Focal Point System-Technical Working Group;  
Attorney V (Chief), Legal Division