



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



REQUEST FOR QUOTATION

POSTAGE AND COURIER THRU PHILIPPINE POSTAL CORPORATION (APP Item No. 2024-0030)

05 June 2024

MR. LUIS D. CARLOS

Postage General and CEO
Manila Central Post Office Building,
Magallanes Drive, Liwasang Bonifacio,
Barangay 659-A, Ermita, Manila

Thru: Mr. Jeffrey P. Catayong

Marketing Specialist III
jeffcatayong@yahoo.com

Re: Request for Quotation

Dear **Mr. Carlos:**

The National Privacy Commission intending to engage the service of the Philippine Postal Corporation for the procurement of **POSTAGE AND COURIER THRU PHILIPPINE POSTAL CORPORATION (APP Item No. 2024-0030)** with Agency-to-Agency as the mode of procurement.

As such, we would like to request your quotation for the said engagement, the details of which is discussed in the attached Scope of Work.

Please submit your quotation and your manifestation of compliance to the attached Scope of Work via e-mail to bacsecretariat@privacy.gov.ph or courier in a sealed envelope not later than **05:00 PM., 13 June 2024** 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

**SCOPE OF WORK
POSTAGE AND COURIER THRU PHILIPPINE POSTAL CORPORATION**

I T E M	U N I T	Q T Y	Description/Specifications	Approved Budget of the Contract (Php 300,000.00)		Compliance (Manifest your compliance by <u>writing "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>A. Scope of Work "See attached documents for the Description"</p>			
			<p>B. Contract Duration Twelve (12) months from the Notice to Proceed or until exhaustion of funds, whichever comes first</p>			
			<p>C. Payment and Delivery "See attached documents for the Description"</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 Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Payment shall be processed upon receipt of monthly billing statement and upon issuance of Certificate of Acceptance of Output by the end-user.
- VI. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



SCOPE OF WORK SERVICE

POSTAGE AND COURIER THRU PHILIPPINE POSTAL CORPORATION (APP Item No. 2024 - 0030)

I. BACKGROUND

The National Privacy Commission (NPC) needs a courier service provider to handle, deliver and/or retrieve mails, parcels and documents to and from different areas in the Philippines and other countries in a reliable, speedy and effective manner. This is in compliance with the mandate of the Commission relative to the implementation and enforcement of the Data Privacy Act 2012 and its IRR.

The NPC through the Administrative Services Division shall ensure the speedy delivery of all official mailings/documents/materials/parcels related to all NPC Cases, projects, initiatives, and communications to both in the private and government sector.

II. OBJECTIVES

To procure Postage and Courier Services thru the Philippine Postal Corporation.

III. SCOPE OF WORK

The National Privacy Commission requires the following:

1. Delivery of the NPC documents/parcels/printed materials to the addressee in accordance with the published service delivery standards/schedule of the provider
2. Reliability to transport parcels and related items to far-flung areas in the Philippines which cannot be reached by other courier service providers
3. Online tracking of status of delivery of parcels and mails
4. Priority handling of documents and other printed materials from acceptance to delivery
5. Provision of date and time of receipt, name and signature of recipient

6. Return to the NPC General Records Unit the physical copy of all unclaimed NPC mails in accordance with the published service delivery standards/schedule of the provider
7. Indemnification in case of loss or damage of documents, parcel or related items
8. Availability of customer service personnel to reply to queries via the internet
9. The monthly mailing/courier expenses of the NPC are Php25,000.00 or a total of Php300,000.00 for Twelve (12) months.
10. All documents that the provider received from the NPC during the contract period/agreement are deemed confidential information as well as all personal information collected from the NPC and the provider shall comply with the relevant provisions of the Data Privacy Act of 2012 and its IRR and other issuances.

IV. CONTRACT DURATION

1. The engagement with the provider shall be twelve (12) months which shall commence from receipt of Notice to Proceed.
2. The delivery of services shall commence from the receipt of initial deposit.

V. PAYMENT AND DELIVERY

1. The NPC shall comply to the requirements of the provider in terms of payment of deposit maintaining an amount equivalent to at least two (2) months which will be subject for a monthly replenishment or upon receipt of summary of actual mailing expenses indicating the actual balance of the deposit.
2. The payment of deposits shall also include the other charges that will be stated in the contract or in accordance with the terms and conditions of the service provider for availment of their services if it is reflected in the statement of account/billing statement.

VI. MODE AND NATURE OF PROCUREMENT

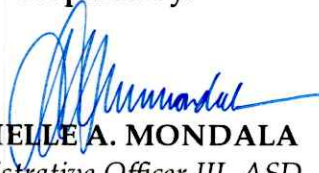
This shall be procurement of service and the mode of procurement shall be **Negotiated Procurement - Agency- to- Agency.**

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

Source of Fund : NPC Annual Procurement Plan FY 2024
(APP Item No. 2024-0030)

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

Prepared by:



ROCHELLE A. MONDALA
Administrative Officer III, ASD

Recommending Approval:



MARLON RUBEN N. FABRICANTE
Chief, ASD

Approved by:



ATTY. IVIN RONALD D.M. ALZONA
Executive Director and OIC-Director IV, FAO
(per Privacy Commission Special Order No. 002 s. 2024)