



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

### MANAGEMENT CONSULTANT (APP Item No. 2024-0032)

14 June 2024

**MR. JUAN S. REYES, JR, CPA, MBA**  
#27-5 Math Street Teacher's Bliss Condominium II,  
Brgy. Balong-Bato, Balintawak, Quezon City

**Dear Mr. Reyes:**

The National Privacy Commission intends to procure the **MANAGEMENT CONSULTANT (APP Item No. 2024-0032)** for the period of Six (6) Months from 01 July 2024 to 31 December 2024. 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 Registration<sup>1</sup>;
2. Professional License/s and Curriculum Vitae;
3. PhilGEPS Registration Number;
4. Signed and Notarized Updated Personal Data Sheet (PDS); and
5. Manifestation of compliance to the attached terms of reference.

Please submit your quotation and manifestation of compliance to the attached Scope of Work on or before **05:00 P.M., 20 June 2024** 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

<sup>1</sup> 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  
MANAGEMENT CONSULTANT**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 660,000.00)		Compliance (Manifest your compliance by <u>writing</u> <b>"COMPLY" in every item</b> )
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> <li>• Please refer to the "Terms of Reference" for:</li> </ul>			
			<b>1. Technical Requirements/Specification</b>			
			<b>a. Job Description</b> <i>"See attached Terms of Reference for the description"</i>			
			<b>b. Qualification Requirements</b> <i>"See attached Terms of Reference for the description"</i>			
			<b>2. Payment and Delivery</b> Contract Duration – 6 months			
<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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## TERMS OF REFERENCE

### MANAGEMENT CONSULTANT FOR THE OFFICE OF THE PRIVACY COMMISSIONER (APP Item No. 2024-0032)

#### I. BACKGROUND

The National Privacy Commission (NPC) is the country's privacy watchdog, an independent body mandated to administer and implement the DATA PRIVACY ACT OF 2012 and to monitor and ensure compliance of the country with international standards set for data protection. It ensures the free flow of information, committed to excellence driven by a workforce that is highly competent future-oriented, and ethical, toward competitive, knowledge-based, and innovative nation. To perform this mandate, The NPC needs to ensure the proper operations of the commissions by providing appropriate staff support who has an expertise or knowledgeable in financial and administrative management. In this regard, the services of an outsourced Consultant shall provide the complementary requirements of the commission.

#### II. OBJECTIVES

The Highly Technical Management Consultant shall assist the Office of the Privacy Commissioner in the over-all operations of the Commission, including but not limited to:

1. Strengthen the internal control of the Commission.
2. Analyze the Commission's financial position and financial conditions.
3. Ensure the compliance of the Commission on the existing laws, rules, and regulations and requirements by the oversight agencies.
4. Coordinate with different offices and divisions to ensure high utilization of the budget allotted for their operations.
5. Assist Finance and Administrative Office.

#### III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

##### A. Job Description

- Provide advice, suggestions and recommendations in the review and evaluation on matters pertaining to the functions and operations of Financial and Administrative Office.
- Analyze and develop current financial systems, processes, and policies to ensure the effective implementation of NPC's mandate in accordance with existing government accounting and auditing rules and regulations in conformity thereof.

- Provide advice on propriety of the Disbursement Vouchers (DVs) and other documents prior to certification for final approval.
- Provide advice, suggestions and recommendations pertaining to COA, DBM, CSC and BIR matter, issues and concerns particularly on how to address COA AOMs, Notices of Suspensions (NSs) and Notices of Disallowances (NDs).
- Perform such other related duties and responsibilities as maybe assigned or delegated by the higher officials or maybe required by Law.

## B. Qualification Requirements

The consultant must have the following:

- Certificate of BIR Registration in lieu of Mayor's Permit
- Curriculum Vitae
- Registration with PhilGEPS
- Relevant Experience in the field of the public service for 27 years holding a position of a Key Officer in line with financial and administrative management, as well as operational budgeting of the agency.
- Must be a Certified Public Accountant (CPA) and holder of Master's in Business Administration (MBA)
- Well versed of the existing laws, rules and regulations pertaining to the disbursement of public funds.
- FMS Supervising Accounting, Budget, and Management Divisions
- Must be a member of a Technical Working Group (TWG) of "Handbook on Philippine Government Procurement Board (GPPB) R.A. 9184 of the Department of Budget and Management (DBM).
- 5 years' experience as a Management Consultant is an advantage.
- Strong working knowledge or business management best practice.
- Excellent public speaking skills shown through extensive experience in public speaking engagements.
- Expert reading comprehension and language proficiency level.
- Validated collaboration research experience and
- Aptitude for creating quick guides from elaborate procedures and protocols to technical requirements.

## IV. PAYMENT AND DELIVERY

Payment shall be made on a monthly basis amounting to One Hundred Ten Thousand Pesos (Php 110,000.00) per month upon approval of accomplishment report.

PROPOSED TIMELINE	OUTPUT
01 July 2024 - 31 July 2024	Actual Output
01 August 2024 - 31 August 2024	Actual Output
01 September 2024 - 30 September 2024	Actual Output
01 October 2024 - 31 October 2024	Actual Output
01 November 2024 - 30 November 2024	Actual Output
01 December 2024 - 31 December 2024	Actual Output

**V. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Consulting Services.

The mode of procurement shall be:

1. *Alternative Mode through Negotiated Procurement –*

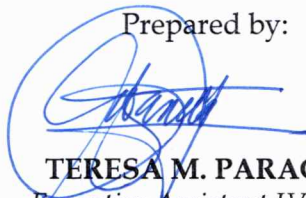
a. *Highly Technical Consultant*

**VI. 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. 2024-0032)

Approved Budget for the Contract : The ABC is Six Hundred Sixty Thousand Pesos Only (Php 660,000.00) inclusive of all taxes, duties, fees, levies, and other charges imposed under applicable laws, to commence from the date of receipt of the Notice to Proceed.

Prepared by:



**TERESA M. PARAGAS**  
*Executive Assistant IV, OPC*

Recommending Approval:



**ERWIN D. ESPENILLA**  
*Head Executive Assistant, OPC*

Approved by:



**ATTY. JOHN HENRY D. NAGA**  
*Privacy Commissioner*