



REQUEST FOR QUOTATION

TECHNICAL CONSULTANT (APP Item No. 2024-0031)

18 June 2024

ATTY. MARK JULIUS C. ESTUR, ESQ., CPA
Unit 17N San Lorenzo Place Condo Tower 1
Chino Roces Ave. Makati City

Dear Atty. Estur:

The National Privacy Commission intends to procure the **TECHNICAL CONSULTANT (APP Item No. 2024-0031)** 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 Registration¹;
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 **12:00 P.M., 24 June 2024** 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 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
TECHNICAL CONSULTANT**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 600,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> • Please refer to the "Terms of Reference" for: 			
			1. Technical Requirements/Specification			
			a. Job Description <i>"See attached Terms of Reference for the description"</i>			
			b. Qualification Requirements <i>"See attached Terms of Reference for the description"</i>			
			2. Payment and Delivery Contract Duration – 6 months			
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)



TERMS OF REFERENCE

TECHNICAL CONSULTANT

I. BACKGROUND

The National Privacy Commission (“NPC”) is an independent body mandated to administer and implement Republic Act (R.A.) No. 10173, otherwise known as the “Data Privacy Act of 2012” (DPA), and to monitor and ensure compliance of the country with international standards set for data privacy and protection.

Being a relatively new government agency, which started operations in 2016, 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.

The Office of the Executive Director (“OED”) is responsible for ensuring that the quality management of NPC is held to the highest standards through the proper and efficient supervision of NPC Offices, including the Public Information and Assistance Division, reporting directly to the OED. Furthermore, the OED assists in the implementation of the programs, projects, and activities of the Commission through administrative oversight; development and implementation of the NPC quality management system, review the recommendations of NPC Offices and Divisions reporting directly to the OED; monitoring of all programs, projects, and activities of the NPC; and preparation of pertinent reports of the Commission as required by law and other competent authority, among others.

In addition to his core functions, the Executive Director (“ED”) is likewise designated for concurrent capacities requiring the application of highly technical knowledge, such as the NPC’s Data Protection Officer (“DPO”), Information Systems Planner (“IS”), and Freedom of Information (“FOI”) Decision Maker, among others.

Given the technical nature of the functions of the OED especially in the field of organizational quality management, capacity-building, freedom of information decision making, privacy compliance, and cybersecurity, there is a need for the engagement of a Consultancy Services - Technical Consultant (Highly Technical Consultant), who shall assist the Executive Director (“ED”) by providing technical knowledge, expertise, and experience through research, opinions, reports, and advice in the operational, organizational and technical aspects of the Commission’s day-to-day operations that the ED, with the utmost trust and confidence, may consider as a reference for the efficient and effective implementation of the OED core functions, and

other concurrent capacities mainly as the NPC's DPO, FOI Decision Maker, and IS Planner.

II. OBJECTIVES

The engagement of a Highly Technical Consultant by the OED aims to accomplish the following objectives:

1. To be the primary adviser of the ED in relation to the legal, technical, and organizational functions of OED, including the review of internal and external implications of the outputs, recommendations, programs, projects, and activities of the different NPC Offices and Divisions reporting directly to the OED;
2. To provide guidance to the ED on strategic management to ensure efficient oversight of the different NPC Offices and Divisions reporting directly to the OED, to ensure that quality standards, targets, and priorities of the Commission are met;
3. To be the primary adviser of the ED on highly confidential matters affecting the OED and the Commission in general, including the implementation of NPC priority activities and directives; and
4. To be the primary adviser of the ED on highly technical matters involving the ED's concurrent capacity as the NPC's DPO, FOI Decision Maker, IS Planner, and all other Committees being chaired by the ED.

III. SCOPE OF SERVICES

The Highly Technical Consultant shall be the primary legal and technical adviser of the ED and shall perform the following specific duties and responsibilities:

1. To provide the ED with inputs and serve as a thought partner on the technical and legal aspects of overseeing and managing the activities and initiatives of the different NPC Offices and Divisions reporting directly to the OED;
2. To provide advisory services to the ED with end-to-end support on critical strategic topics while maintaining strict confidentiality of all communication and correspondence involving such;
3. To submit to the ED written reports, research, analysis, and presentations that may be used by the ED in strategic meetings, and to submit to the ED briefing documents and preparation materials as may be instructed;
4. To advise and assist in directing the setting of policies and procedures in the streamlining of processes with the functional areas of the Executive Director, as well as reviewing the legal opinion and other outputs of the OED;

5. To advise and assist the Executive Director in implementing best management practices relating to the functional areas of the Executive Director; and
6. Perform other related functions as may be assigned by the Executive Director.

IV. QUALIFICATIONS

To be eligible, the Highly Technical Consultant must possess and have the following qualifications:

1. Member of the Philippine Bar;
2. Background and experience in organizational management and leadership;
3. Previous working experience with the government, especially with the NPC, on matters affecting strategic planning, policy development, and other functions of the top management;
4. Previous involvement in capacity-building activities involving the NPC Phil-DPO ACE and similar data privacy topics;
5. Previous involvement or working experience with Freedom of Information requests from public stakeholders;
6. Ability to identify problems and propose strategic solutions; and
7. Excellent oral and written communications skills.

V. CONTRACT DURATION

The engagement is for six (6) months, which shall commence immediately upon the issuance of the Notice to Proceed.

VI. PAYMENT AND DELIVERY

Payment shall be made monthly for One Hundred Thousand Pesos (Php 100,000.00) for six (6) months upon submission of the Accomplishment Report by the Consultant and Acceptance of Output by the OED.

Proposed Timeline	Output
July 01 - July 31, 2024	Actual output
August 01 - August 31, 2024	Actual output
September 01 - September 30, 2024	Actual output
October 01 - October 31, 2024	Actual output
November 01 - November 30, 2024	Actual output
December 01 - December 31, 2024	Actual output

VII. MODE AND NATURE OF PROCUREMENT


This shall be procurement of consulting services. The mode of procurement shall be: *Alternative Mode through Negotiated Procurement – Highly Technical Consultant.*

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

Source of Fund : General Appropriations Act FY 2024 (R.A. No. 11975)
(APP Item No. 2024-0031)

Approved Budget for the Contract : Six Hundred Thousand Pesos Only
(Php 600,000.00)

Prepared by:

 Digitally signed
by Hernandez
Annabel Fajardo
ANNABEL F. HERNANDEZ
Attorney III

Recommending approval:

 Digitally signed by
Alzona Ivin Ronald
De Mesa
ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV

Approved by:


ATTY. JOHN HENRY D. NAGA
Privacy Commissioner