



REQUEST FOR QUOTATION

PUBLICATION OF NPC ISSUANCES/CIRCULARS (APP Item No. 2024-0065)

02 July 2024

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure the **PUBLICATIONS OF NPC ISSUANCES (APP Item No. 2024-0065)**. As such providers or suppliers 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, 08 July 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. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation and manifestation of compliance to the attached technical specification 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 **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

**TERMS OF REFERENCE
PUBLICATION OF NPC ISSUANCES/CIRCULARS**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 270,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Terms of Reference" for: 			
			1. Technical Requirements/Specification a. 1st Publication (Circular TBD) <i>"Please See attached Terms of Reference for the description."</i>			
			b. 2nd Publication (Circular TBD) <i>"Please See attached Terms of Reference for the description."</i>			
			c. 3rd Publication (Circular TBD) <i>"Please See attached Terms of Reference for the description."</i>			
			2. Suppliers Qualification <i>"Please See attached Terms of Reference for the description."</i>			
			3. Payment and Delivery Not later than 15 December 2024 but target dates of publication are still subject to change. The end-user will coordinate to the winning provider of the final publication dates. <i>"Please see attached Technical Specification for schedule."</i>			
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:

By:

(Name of Supplier/Provider/Date)

(Name/Position/Signature of Representative/Date)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____
Page No. _____
Book No.: _____
Series of 20 _____



TECHNICAL SPECIFICATION

PUBLICATION OF NPC ISSUANCES/CIRCULARS (APP Item No. 2024-0065)

I. BACKGROUND

The National Privacy Commission (NPC) is charged with the administration and implementation of the provisions of the Data Privacy Act of 2012 (DPA), which includes ensuring compliance with the provisions of the DPA and with international standards for data protection and carrying out efforts to formulate and implement plans and policies that strengthen the protection of personal information in the country, in coordination with other government agencies and the private sector.

The Policy Development Division (PDD) is particularly tasked to recommend and develop standards for organizational security measures for protection of personal information, including policies for the processing of sensitive information in government.

With this, the PDD aims to publicize in one (1) newspaper of general circulation various issuances of the Commission.

II. OBJECTIVES

The NPC aims to publish in one (1) newspaper of general circulation various NPC issuances to be issued by the Commission in 2024 pursuant to Section 18 of Executive Order No. 292:

Section 18. When Laws Take Effect. - Laws shall take effect after fifteen (15) days following the completion of their publication in the Official Gazette or in a newspaper of general circulation, unless it is otherwise provided.

In addition, through this publication, the PDD will be able to contribute to the strategic objectives of *Empowered Data Subjects* and *Ensured world class data privacy standards established in the country*.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

One (1) newspaper with the following criteria:

1. Technical Specification for 1st Publication (Issuance TBD)

Print media	: Newspaper broadsheet
Section	: Business/Main or Display or Classified Ad Section
Duration of Publication	: One (1) day
Readership	: Newspaper nationwide circulation
No. of Pages	: Whole page
Font Type	: Book Antiqua
Font Size	: 8 pt. (Note: Necessary adjustments should not be smaller than 7 pt.)
Print	: The whole-page announcement for the newspaper should be in black and white.

2. Technical Specification for 2nd Publication (Issuance TBD)

Print media	: Newspaper broadsheet
Section	: Business/Main or Display or Classified Ad Section
Duration of Publication	: One (1) day
Readership	: Newspaper with nationwide circulation
No. of Pages	: Whole page
Font Type	: Book Antiqua
Font Size	: 8 pt. (Note: Necessary adjustments should not be smaller than 7 pt.)
Print	: The whole-page announcement for the newspaper should be in black and white.

3. Technical Specification for 3rd Publication (Issuance TBD)

Print media	: Newspaper broadsheet
Section	: Business/Main or Display or Classified Ad Section
Duration of Publication	: One (1) day
Readership	: Newspaper with nationwide circulation
No. of Pages	: Whole page
Font Type	: Book Antiqua
Font Size	: 8 pt. (Note: Necessary adjustments should not be smaller than 7 pt.)
Print	: The whole-page announcement for the newspaper should be in black and white.

4. Supplier's Qualification

- Must be a newspaper/broadsheet publication company.
- Newspaper must have the nationwide circulation.
- Audience profile must belong to working class or professionals.
- Complimentary copies and affidavit of publication must be delivered on the day of publication.
- Must accept send bill payment terms.
- The Supplier shall submit/provide the following documents:
 - PhilGEPS Registration
 - Mayor's/Business Permit
 - Notarized Omnibus Sworn Statement with applicable attachments (ABC above PHP 50,000.00) and Income/Business Tax Return (ABC Above PHP 500,000.00)
 - Other related documents as needed and prescribed under revised IRR of Republic Act No. 9184.
- Affidavit of Publication must be delivered within five (5) working days after the publication.

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
PUBLICATION OF NPC ISSUANCES/ CIRCULAR	One (1) lot: Three (3) publications	Not later than 15 December 2024*	Complimentary Copies, Billing Statement/Sales

		<p>*Note: Target date of publication is still subject to change. The end-user will coordinate to the winning provider of the final publication dates.</p>	<p>Invoice/Statement of Account, Delivery Receipt</p>
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Place of Delivery: NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made when the Goods have been delivered in accordance with the signed contract and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be: Alternative Mode through Negotiated Procurement - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services.

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

Source of Fund : NPC Annual Procurement Plan for FY 2024 (APP Item No. 2024-0065)

Approved Budget for the Contract : Two Hundred Seventy Thousand Pesos Only (Php 270,000.00)

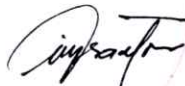
Prepared by:



Digitally signed by Bustamante Eunice Roque
Date: 2024.05.08 13:06:18 +08'00'

ATTY. EUNICE R. BUSTAMANTE
Attorney III, PDD

Recommending Approval:



Digitally signed by Ivy Grace T. Villasoto

ATTY. IVY GRACE T. VILLASOTO
Chief, PDD

Approved by:



Digitally signed by Tabaquin Franklin Anthony Montalbo IV

ATTY. FRANKLIN ANTHONY M. TABAQUIN, IV
Director IV, PPO