



## REQUEST FOR QUOTATION

### DISASTER PREPAREDNESS - DISASTER GO BAG (APP Item No. 2024-0074)

10 July 2024

#### NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **DISASTER PREPAREDNESS - DISASTER GO BAG (APP Item No. 2024-0074)**. 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 **05:00 PM., 17 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 attachments<sup>1</sup>; and
4. 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**  
5<sup>th</sup> 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> **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.**

**TECHNICAL SPECIFICATION  
DISASTER PREPAREDNESS - DISASTER GO BAG**

I T E M	U N I T	Q T Y	Description/Specifications	Approved Budget of the Contract (Php 150,000.00)		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 "Technical Specification" for:</li> </ul> <p><b>1. Technical Requirements</b></p> <p><b>a. 70 Pcs Go Bag with Contents listed below.</b></p> <p><i>"See attached Technical Specification for description"</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Unit</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>pc</td> <td>High lumens LED waterproof flashlight with dual power source rechargeable and battery; with case</td> </tr> <tr> <td>1</td> <td>pc</td> <td>Whistle</td> </tr> <tr> <td>3</td> <td>pcs</td> <td>Glow sticks</td> </tr> <tr> <td>3</td> <td>pcs</td> <td>Large garbage bag</td> </tr> <tr> <td>1</td> <td>pc</td> <td>Bright bandana</td> </tr> <tr> <td>1</td> <td>pc</td> <td>500ml water bottle</td> </tr> <tr> <td>1</td> <td>pc</td> <td>8mm x 5 polypropylene braided safety lifting rope (those used for mountain climbing, emergency rescue, etc.)</td> </tr> <tr> <td>1</td> <td>pc</td> <td>Universal waterproof phone case, fits phones at least 6.5 inches (diagonally measured) and all large smartphones</td> </tr> <tr> <td>1</td> <td>pack</td> <td>           First aid kit (stored in a waterproof resealable pouch)           <ul style="list-style-type: none"> <li>• 15ml povidone iodine 100ml 70% alcohol</li> <li>• Cotton swabs (1 small pack)</li> <li>• Band aid (standard size, 10 pcs)</li> <li>• Gauze Bandage 2" x 10 yards</li> <li>• Paracetamol (5tablets)</li> <li>• Anti-allergy medicine (3 tablets)</li> <li>• Loperamide (3tablets)</li> </ul>           (expiry date at least six (6) months from delivery date)         </td> </tr> </tbody> </table>	Qty	Unit	Description	1	pc	High lumens LED waterproof flashlight with dual power source rechargeable and battery; with case	1	pc	Whistle	3	pcs	Glow sticks	3	pcs	Large garbage bag	1	pc	Bright bandana	1	pc	500ml water bottle	1	pc	8mm x 5 polypropylene braided safety lifting rope (those used for mountain climbing, emergency rescue, etc.)	1	pc	Universal waterproof phone case, fits phones at least 6.5 inches (diagonally measured) and all large smartphones	1	pack	First aid kit (stored in a waterproof resealable pouch) <ul style="list-style-type: none"> <li>• 15ml povidone iodine 100ml 70% alcohol</li> <li>• Cotton swabs (1 small pack)</li> <li>• Band aid (standard size, 10 pcs)</li> <li>• Gauze Bandage 2" x 10 yards</li> <li>• Paracetamol (5tablets)</li> <li>• Anti-allergy medicine (3 tablets)</li> <li>• Loperamide (3tablets)</li> </ul> (expiry date at least six (6) months from delivery date)			
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		<p>1 pc Waterproof bag/ dry bag 10L</p> <ul style="list-style-type: none"> <li>Bright yellow color with print: National Privacy Commission</li> </ul>			
		<p>1 pc Radio AM/FM</p> <ul style="list-style-type: none"> <li>Color: Black/Blue</li> <li>FM radio (87-108MHz)</li> <li>AM radio (522-1620kHz)</li> <li>Auto Search program</li> <li>Auto save channels</li> <li>3.5mm audio jack input and with portable speaker alarm clock</li> <li>Digital display</li> <li>Power supply: 2AAA Batteries (battery included)</li> <li>Weight: 85g</li> </ul>			
		<p>1 pc Waterproof jacket with hood</p> <ul style="list-style-type: none"> <li>Quick dry and compressed</li> <li>Ultra-light weight</li> <li>With carry pouch for easy storage</li> <li>Material: polyester outer and inner lining with DRYTEC technology</li> <li>Color preference: bright yellow or green</li> <li>Sizes available: S, M, L, 2L, XL, XXL, XXXL</li> </ul>			
		<p>1 pc Multifunctional tool/ knife set</p> <ul style="list-style-type: none"> <li>At least 19 tools in a set</li> <li>Made with carbon ferrum finish</li> <li>Base material stainless steel 420</li> <li>Net weight; not more than 210 grams</li> </ul>			
		<p><b>2. Supplier Qualification</b>  <i>"See attached Technical Specification for description"</i></p>			
		<p><b>3. Warranty</b></p> <ul style="list-style-type: none"> <li>Warranties against manufacturing defects, as well as parts and service</li> <li>Warranty period/s: One (1) one month for consumable items and within six (6) months for non-consumables</li> <li>Warranty shall commence upon issuance and acceptance of the purchase order</li> </ul> <p><i>"See attached Technical Specification for description"</i></p>			
		<p><b>4. Payment and Delivery Terms</b>  <i>"See attached Technical Specification for description"</i></p>			
<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)

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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 \_\_\_\_\_



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## TECHNICAL SPECIFICATION

### DISASTER PREPAREDNESS - DISASTER GO BAG (APP Item No. 2024 - 0074)

#### I. BACKGROUND

CSC-DOH-DOLE Joint Memorandum Circular (JMC) No. 1 s.2020 **Occupational Safety and Health (OSH) Standards for the Public Sector** aims at protecting all government employees from the dangers or injury, sickness or death at the workplace throughout the adoption of safe and healthy working conditions to ensure the preservation of human lives and resources and prevent loss/damage to properties states that. The JMC particularly states that “agencies shall provide emergency supplies such as fire extinguishers, medical first aid kits, etc. among other, must be adequate and ensure to be available on time.”

Pursuant to the above memorandum, the National Privacy Commission (NPC) through the Human Resource Development Division (HRDD) included in its Employee Welfare Program the provision of Go-Bag or Emergency/Disaster Kit to all NPC personnel in its budget for CY2024 to provide each employee a kit that they can immediately grab whenever there are emergencies. The kit shall contain a collection of basic items needed to survive for several days.



#### II. OBJECTIVES

This Technical Specifications identifies the specifications and quantity of the items that will be contained in a disaster kit/Go-bag for each personnel. The kits will be issued to personnel and will be stored in their workstation.



#### III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. Quantity – one (1) lot at least 70 pcs go bags with contents
2. Quality – see Table 1
3. Functionality - see Table 1
4. Item Description (color, size, unit of measurement, weight etc.) - see Table 1

Table 1. Quality, functionality, and item descriptions – each Go bag must contain the following items

Quantity	Unit	Description
1	pc	<p>High lumens LED waterproof flashlight with dual power source, rechargeable and battery; with case</p> 
1	pc	whistle
3	pc	glow sticks
3	pc	large garbage bags
1	pc	bright bandana
1	pc	500ml water bottle
1	pc	<p>8mm x 5m polypropylene braided safety lifting rope (those used for mountain climbing, emergency rescue, etc.)</p> 



1	pc	<p>universal waterproof phone case, fits phones at least 6.5 inches (diagonally measured) and all large smartphones</p> 
1	pack	<p>First Aid Kit (stored in a waterproof resealable pouch)  15ml Providone Iodine*  100 ml 70% alcohol*  cotton swabs (1 small pack)  band aid (standard size, 10 pcs)  gauze bandage 2" x 10 yards  paracetamol (5 tablets)*  anti-allergy medicine (3 tablets)*  Loperamide (3 tablets)*  <i>*expiry date is at least six (6) months from delivery date</i></p> 

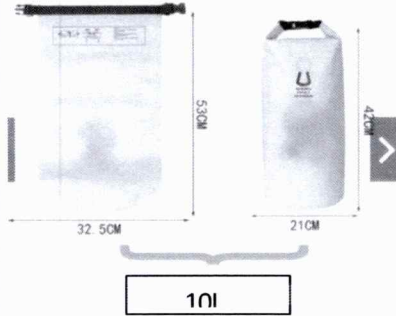
Waterproof bag/dry bag 10L

Color: Bright yellow or Blue

With print: National Privacy Commission logo

1

pc



Radio AM/FM

Color: BLACK/BLUE

FM radio (87 ~ 108MHz)

AM radio (522 ~ 1620kHz)

Auto Search Program

Auto Save Channels

3.5mm audio jack input and with portable speaker

Alarm Clock

Power Supply: 2\*AAA Batteries (battery included)

Weight: 85g

1

pc



Waterproof jacket with hood

Quick dry and compressed

Ultra-lightweight

With carry pouch for easy storage

Material: polyester outer and inner lining

with DRYTEC technology

color preference: bright yellow or green

Sizes available: S, M, L, 2L, XL, XXL, XXXL

1

pc



SAMPLE COLOR

Multifunctional tool/knife set  
At least 19 tools in a set  
Made with Carbon Ferrum finish  
Base material Stainless Steel 420  
Net Weight: not more than 210 grams

1

pc



5. *Supplier's Qualification – Supplier must be registered with PhilGEPS*
6. *Warranty*
  - a. *Warranties against manufacturing defects, as well as parts and service*
  - b. *Warranty period/s: One (1) month for consumable items and within six (6) months for non-consumables*
  - c. *Warranty shall commence upon issuance and acceptance of the Purchase Order*

#### IV. PAYMENT AND DELIVERY

- Delivery shall be thirty (30) working days upon acknowledgement/signing of the Purchase Order.

**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 PO and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee.

**V. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Goods.

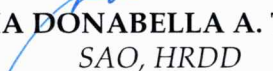
The mode of procurement shall be: *Alternative Mode through Negotiated Procurement – Small Value Procurement*

**VII. 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. 2024-0074)

Approved Budget for the Contract : One Hundred Fifty Thousand Pesos Only  
(Php 150,000.00).

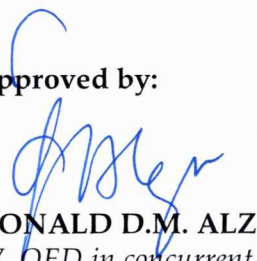
**Prepared by:**

  
**MARIA DONABELLA A. TAVORA**  
SAO, HRDD

**Recommending Approval:**

  
**ROSALY B. SANTOS**  
Chief, HRDD

**Approved by:**

  
**ATTY. IVIN RONALD D.M. ALZONA**  
*Executive Director IV, OED in concurrent capacity as  
OIC-Director IV, FAO (per PCSO No. 017 s. 2024)*