



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



REQUEST FOR QUOTATION

PRINTING- KD ADVOCACY MATERIALS (APP Item No. 2024-0038)

19 July 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **PRINTING- KD ADVOCACY MATERIALS (APP Item No. 2024-0038)**. 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., 25 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 together with the required documents 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.

**TECHNICAL SPECIFICATION
PRINTING- KD ADVOCACY MATERIALS
(APP Item No. 2024-0038)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 160,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u>)	
				Unit Price	Total		
1	Lot	1	<i>"Please refer to the "Technical Specification Description"</i>				
			A. Technical Specifications				
			1. BROCHURE				
			Specification	Requirements			
			Size	A5 Folded (5.85"x 8.25") <i>"See attached Technical Specification for description"</i>			
			No. of Volume / design	4 (see attached design) <i>"See attached Technical Specification for description"</i>			
			Material	Coated Paper 100 lbc. Self-cover <i>"See attached Technical Specification for description"</i>			
			Page Orientation	Portrait 8pages per volume (2spreads x 4 pages) <i>"See attached Technical Specification for description"</i>			
			Color	Full Colors (back-to-back print) <i>"See attached Technical Specification for description"</i>			
			Binding	Saddled-stitched <i>"See attached Technical Specification for description"</i>			
Printing	Offset printing						

				<i>"See attached Technical Specification for description"</i>				
			Quantity	Breakdown: Volume 1- 4,000 copies Volume 2- 1,500 copies Volume 3 - 1,000 copies Volume 4, 500 copies <i>"See attached Technical Specification for description"</i>				
			2. NOTEPAD					
			Size	4 1/8" x 6 1/2" <i>"See attached Technical Specification for description"</i>				
			Design	6 (see attached design) <i>"See attached Technical Specification for description"</i>				
			Color	Full Colors <i>"See attached Technical Specification for description"</i>				
			Materials/Paper Type	Book paper 70-80 lbs. <i>"See attached Technical Specification for description"</i>				
			Set	50 leaves/ pad <i>"See attached Technical Specification for description"</i>				
			Printing	Offset printing <i>"See attached Technical Specification for description"</i>				
			Quantity	1, 600 pads Breakdown: Design 1- 200pads Design 2- 200 pads Design 3 - 200 pads Design 4- 200 pads Design 5- 200 pads Design 6 - 200 pads <i>"See attached Technical Specification for description"</i>				
			3. STICKER					

			Size	A5			
			Design	2 (see attached design) <i>"See attached Technical Specification for description"</i>			
			Color	Full Colors <i>"See attached Technical Specification for description"</i>			
			Materials/ Paper type	High Gloss <i>"See attached Technical Specification for description"</i>			
			Set	50 leaves / pad <i>"See attached Technical Specification for description"</i>			
			Printing	Die Cut <i>"See attached Technical Specification for description"</i>			
			Quantity	1,000 pieces Breakdown: Design 1- 500 pieces Design 2- 500 pieces <i>"See attached Technical Specification for description"</i>			
			Payment and Delivery <i>"See attached Technical Specification for description"</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:

(Name of Supplier/Provider/Date)

BY: _____
(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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]



TECHNICAL SPECIFICATIONS

Printing - KD Advocacy Materials (APP Item No. 2024-0038)

I. BACKGROUND

The National Privacy Commission (NPC) is tasked to educate the public about data privacy, data protection, and fair information rights and responsibilities, as provided in the Data Privacy Act of 2012 and its implementing rules and regulations.

Among the continuing big-ticket programs/projects of NPC that aim to raise awareness is PRIVACY, SAFETY, SECURITY, and TRUST! (PSST) Online. The goal of PSST! is to gather and engage with the Filipino citizens, especially the youth, and educate them about data protection. It also aims to provide information on the risks, threats, and harms in the digital world, and promote the culture of privacy to society.

Under PSST!, the NPC thru its Public Information and Assistance Division (PIAD) has strengthened the Kabataang Digital (KD) campaign, which encourages data protection for children by enjoining school officials and parents in educating their children on appropriate digital citizenship, promoting safe choices, and elaborating the implications of the digital environment for children’s privacy rights. With this, the Public Information and Assistance Division (PIAD) proposes the printing of Brochures, Notepad and Sticker.

II. OBJECTIVES

The primary objective of printing promotional materials, such as customized brochures, notepads, and stickers bearing the logos of NPC and KD, is to raise awareness about data privacy. These materials aim to create instant and cost-effective brand recognition and encourage data subjects to understand the KD objectives, thereby increasing deeper knowledge and understanding of the Data Privacy Act (DPA).

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

A. Brochure

Specification	Requirements
Size	A5 Folded (5.85" x 8.25") A4 Spread (11.7 x 8.25")
No. of Volume / Design	4 (see attached design)
Material	Coated Paper 100 lbc. Self-cover
Page orientation	Portrait 8 pages per volume (2 spreads x 4 pages)

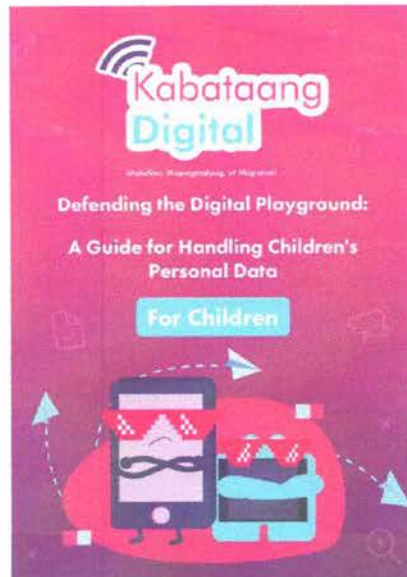
Color	Full colors (back-to-back print)
Binding	Saddle-stitched
Printing	Offset printing
Quantity	<p>7,000 copies Breakdown:</p> <p>Volume 1 – 4,000 copies (1st page for reference only)</p>  <p>Volume 2 – 1,500 copies (1st page for reference only)</p> 


Volume 3 – 1,000 copies
(1st page for reference only)




Volume 4 – 500 copies
(1st page for reference only)







KD
Kabataang Digital



The digital world is full of exciting adventures and endless possibilities. As you begin your thrilling adventures online, it is important to remember that with great power comes great responsibility. Your mission is to protect your personal data and ensure the safety of everyone. Let's prepare you with some powerful tips to become a digital superhero!

1. Keep Your Identity Secret

Just like a superhero with a secret identity, never reveal personal information to strangers on the internet. That means no sharing of photos, addresses, phone numbers, or any details that could identify you. Protect your secret weapon – your personal information!



2. Craft a Mighty Screen Name

Pick a cool name for yourself when you use computer or play games online. Make sure that your screen name is powerful yet anonymous. Avoid using personal details like your last name or date of birth. It will be your superhero identity in the digital world!

3. Respect Others' Privacy

A true superhero always shows respect to others. Before sharing a photo or video of someone, ask for their permission first. If someone tells you a secret or shares something special, make sure to keep it private and seek their permission before telling anyone else.



4. Stay in the Safe Zone

The digital world has some areas that are off-limits for young superheroes like you. Some websites and apps are meant for grown-ups only. Be careful and stay away from these places. If you're not sure if a website or app is okay for you, ask a grown-up you trust—they will help you stay safe in this digital adventure!

5. Call for Backup: Trusted Adults

Remember, even superheroes need a little help sometimes. If you come across something strange or uncomfortable while surfing the Internet, immediately reach out to a trusted adult. They will guide you through these situations.











Educators play a crucial role in safeguarding student's data privacy in the online world. Internet serves as their primary space for learning and social interactions, and it becomes imperative for educators to equip themselves with the necessary knowledge and tools to ensure their online safety. Here's a simple guide on how you can protect their personal information and empower them with essential digital literacy skills.

1. Use Official Tools and Technologies in Online Learning

If your educational institution has adopted a particular Learning Management System or Online Productivity Platforms, all online learning activities should be conducted through these platforms. Use of tools and technologies for online learning that have not been officially adopted by your



educational institution should be limited since no active effort has been made to ensure adequate protection in their use.

2. Post with Legitimate Purpose

Posting or sharing of personal data (e.g. photos or videos) of your students on social media must always have legitimate purpose. Before sharing any information, carefully assess the purpose and the personal data involved to determine if obtaining the consent of your students or their guardian, if they are minors, is necessary. As an educator, you must remain cautious and considerate of the risks inherent in social media platforms.

3. Encourage Critical Thinking

Teach your students to think critically about the content they encounter online.



Emphasize the need to be cautious about sharing their personal information, especially in public forums or with unknown individuals. Discuss the concept of data privacy with your students and explain the possible personal data that can be collected online. Help them understand the potential risks of sharing such information indiscriminately and the importance of protecting their privacy.

4. Model Responsible Behaviour

Lead by example and demonstrate responsible online behaviour yourself. Children often imitate adult's actions, so practicing good online habits will encourage them to do the same.



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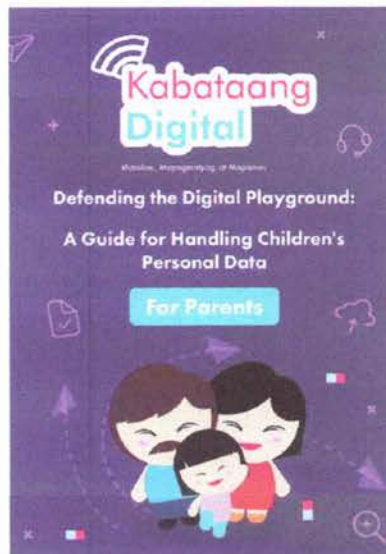


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In today's digital age, it's important to be aware of how you can protect your children in the online world. With the digital playground becoming their primary space for exploration and growth, it is important for you, as responsible adults, to prepare yourselves with the knowledge and tools to protect their personal information. Here's some tips on how you can keep them safe and guide them to use the internet responsibly.

1. Stay Actively Involved: Don't Leave Your Child Alone Online

Engagement is the key to safeguarding your child's digital journey. Actively participate in their online activities while respecting their privacy. Initiate open and ongoing conversations about online safety, encouraging trust and understanding.



2. Educate Yourself and Your Child about Data Privacy

Knowledge is power, and this holds true in the digital world. Ensure they understand the potential consequences of sharing personal data online. Regularly check in with them about their online experiences, addressing any concerns or questions they may have.

3. Know Parental Controls and Search Restrictions

Stay informed about the parental controls and search restrictions available through web browsers, internet service providers, and devices. These tools can help filter content and protect your child from seeing inappropriate material.



4. Be Mindful of What You Share Online about Your Child

Be cautious when sharing information about your child online. Avoid posting sensitive details about your child, such as their school or frequent hangout spots. Be mindful of who can access the photos and videos you share, protecting their privacy from potential risks.

5. Prioritize Password Protection

Teach your child the importance of using strong, unique passwords for different websites, accounts, and devices. Help them understand the significance of keeping passwords secure and not sharing them with others.



As responsible adults, it is your duty to protect your children's digital well-being. By implementing these measures and promoting open communication, you can create a safer digital environment for our children to explore and grow responsibly.



KD GUESS MY WORD!

DENIMFOR

What is your guess?

WARDPOSS

What is your guess?

AMINOFORTI

What is your guess?

PLANSORE

What is your guess?

TINERTEN

What is your guess?

GELOGO

What is your guess?

COBJET

What is your guess?





In the ever-evolving landscape of technology, app developers play a pivotal role in shaping the digital experience of children. As children engage with digital platforms, it becomes paramount for app developers to prioritize their data privacy. Let's look how you can uphold data privacy standards in designing, developing, and maintaining apps for children.

1. Design Apps with Child's Privacy in Mind

As developers, you must prioritize children's privacy and safety in app design. Use age-appropriate language, icons, and images to convey the app's purpose and handling of children's personal data. Provide mechanisms for parents to oversee and control their child's app usage by

enabling them to set limits of specific features or establish appropriate screen time

2. Prioritize Child's Privacy with Consent

You must obtain consent from a child's legal guardian before collecting or processing their personal information. This allows them to make informed decision about whether they are comfortable with their child using the app and sharing personal information.

3. Simplify App Notices

Consider providing a short form privacy notice that highlights the key data practices disclosed in the full privacy policy in your app. Seek to provide children and their legal guardian with the information needed in context, at the most reasonable time.

4. Limit Children's Data Collection



Do not collect or access children's data unless necessary. If you are gathering and transmitting data that your app does not need for legitimate purpose, you are putting yourself at risk. It's better to have data retention policy in place to get rid of children's data that you no longer need after a set time period.

5. Implement Parental Controls

Apps for minors need safety features in place that filters out any content that might be unsuitable for children. Implementing security measures like parental control setting will ensure a safe and controlled experience for children.



B. Notepad

Specification	Requirements
Size	4 1/8" x 6 1/2"
Design	6 (see attached design)
Color	Full Colors
Materials / Paper Type	Book Paper 70-80 lbs
Set	50 leaves / pad
Printing	Offset Printing
Quantity	<p>1,200 pads</p> <p>Breakdown: Design 1 - 200 pads</p>  <p>Design 2 - 200 pads</p> 

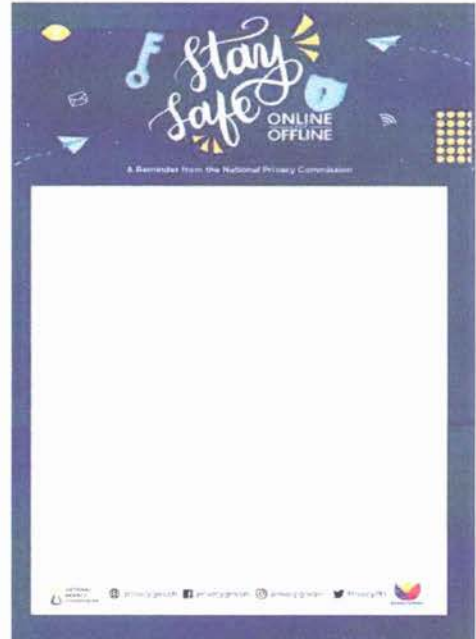
Design 3 - 200 pads



Design 4 - 200 pads



Design 5 - 200 pads



Design 6 - 200 pads



C. Sticker

Specification	Requirements
Size	A5
Design	2 (see attached design)
Color	Full Colors
Materials	High Gloss
Printing	Die Cut
Quantity	<p>1, 000 pieces</p> <p>Breakdown: Design 1 - 500 pieces</p>  <p>Design 2 - 500 pieces</p> 

IV. PAYMENT AND DELIVERY

IV. PAYMENT AND DELIVERY

A. Delivery shall be consistent with the following schedule of requirements:

Proof Copy	Delivery of sample should be made within twelve (12) calendar days upon receipt of layout/design/material and notice of award from the end-user. If the 12th day falls on a weekend or a holiday, delivery must be on the next working day without penalty.
Full Delivery	on or before August 30, 2024
Place of Delivery	NPC, 5th Floor, Delegation Bldg. Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

B. Payment

Payment shall be made upon receipt of the billing invoice or statement of account, issuance of a certification that the goods and services have been delivered and rendered in accordance with the signed contract/purchase order, and instructions set in the evaluation of goods and services, which have been duly inspected and accepted.

C. Vendors Qualifications

The Supplier must be PHILGEPS registered, BIR registered, and able to provide Mayor's permit, Omnibus Sworn Statement, and other related documents required by RA 9184, its Implementing Rules and Regulations, and pertinent issuances.

VI. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Service.

The mode of procurement shall be: *Small Value Procurement*

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

Source of Fund : Annual Procurement Plan FY 2024
(APP Item No. 2024-0038)

Approved Budget
for the Contract : One Hundred Sixty Thousand Pesos Only
(Php 160,000.00)

Prepared by:

Digitally

signed by

Atanacio

Christopher


CHRISTOPHER F. ATANACIO

Public Relations Assistant, PIAD



SUSANA O. ABADA

Information Officer IV, PIAD

Recommending Approval:



ROREN MARIE M. CHIN

Chief, Public Information and Assistance Division

Approved by:



ATTY. IVIN RONALD D.M. ALZONA

Executive Director IV