



REQUEST FOR QUOTATION

JOINT CYBER SECURITY WORKING GROUP LEASE OF VENUE WITH AVP (APP Item No. 2024-0049)

31 July 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **JOINT CYBER SECURITY WORKING GROUP LEASE OF VENUE WITH AVP (APP Item No. 2024-0049)**. 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., 07 August 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. Income/Business Tax Return
3. Current PhilGEPS Registration Number;
4. Notarized Omnibus Sworn Statement with applicable attachments¹; and
5. 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
JOINT CYBER SECURITY WORKING GROUP
LEASE OF VENUE WITH AVP
(APP Item No. 2024-0049)**

Item	Unit	Qty	Description/Specifications		Approved Budget of the Contract		Compliance (Manifest your compliance by <u>writing</u> <u>"COMPLY" in every item</u>)
					(Php 350,000.00)		
					Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> Please refer to the "Scope of Work" for: <ul style="list-style-type: none"> A. Scope of Work <ol style="list-style-type: none"> VENUE (The venue Conference Style) "See attached Scope of Work for description" 				
			Specification	Requirements			
			Capacity:	70 pax "See attached Scope of Work for description"			
			Location:	Must be located within Pasay City "See attached Scope of Work for description"			
			Security:	Shall provide and maintain security for building perimeter areas and internal patrols for common areas "See attached Scope of Work for description"			
			Internet Provider:	Can Provide band with at least 100 mbps "See attached Scope of Work for description"			
			Others:	Sufficient air conditioning and adequate lightning facilities for the event (9:00 am - 1:00 pm) "See attached Scope of Work for description"			
			Comfort rooms:	Adequate and clean comfort rooms for guests with accommodation for Persons with Disability (PWD) "See attached Scope of Work for description"			

			Signage: Sign and Standees for reference and guidance <i>"See attached Scope of Work for description"</i>			
			Physical Arrangement/ Layout Plans Appropriate stage set-up in compliance with the plan that will be provided by the end-user, including: <ul style="list-style-type: none"> • Stage platform setup • Seats for Speakers • Chairs and tables for audiences, technical booth and staff • Must Provide a registration booth Allows ingress and egress for set-up <i>"See attached Scope of Work for description"</i>			
			Availability of Venue September 11, 2024 <i>"See attached Scope of Work for description"</i>			
		2. FOOD				
			Food: <ol style="list-style-type: none"> 1. Buffet meal for at least 70 pax to be served for event guests 2. Morning Snacks must be served at 9:30 am, while Luch will be served at 11:45 am 3. Complete set of dinning materials 4. Available waiters <i>"See attached Scope of Work for description"</i>			
		3. EVENTS VIDEO SYSTEM AND AUDIO EQUIPMENT				
		Video System:				
		Audio Equipment:	<ol style="list-style-type: none"> 1. 4 units VRX 900 Powered Speaker 2. 4 units Speaker Stand 3. 1-unit Digital Mixer 4. 4 units Wireless Microphone 5. 1 lot Microphone Stand 			

				<i>"See attached Scope of Work for description"</i>			
			Light System:	1. 4 units LED lights 2. 8 units LED PAR Lights 3. 2 units PAR Stand w/ T bar			
				<i>"See attached Scope of Work for description"</i>			
			Parking	<i>"See attached Scope of Work for description"</i>			
			Others	Janitorial Services			
				<i>"See attached Scope of Work for description"</i>			
			4. Payment and Delivery	<i>"See attached Scope of Work 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]



SCOPE OF WORK SERVICE

JOINT CYBER SECURITY WORKING GROUP LEASE OF VENUE WITH AVP (APP Item No. 2024 - 0049)

I. BACKGROUND

Established in August 2016, the JCSWG was created by the partnership between the Office of the Legal Attaché (LEGAT) in Manila, partnering with the U.S. Department of State, the Philippine Government, and private sector companies to promote intelligence sharing and policy development through training and technical assistance to law enforcement personnel, to enhance Philippine law enforcement operations related to cyber security. Last September 2022, JCSWG started conducting a face-to-face conference.

Since 2018, The National Privacy Commission, through its Enforcement Division, has been hosting the Joint Cybersecurity Working Group (JCSWG) during November/ December in which it invites national agencies, local and international, as well as the private sector to participate in tackling trends that concern Data Privacy within the Philippines and abroad.

II. OBJECTIVES

Given that there is a rise in cybersecurity matters and data privacy concerns due to breaches in both the government and private sectors and the emergence of Artificial Intelligence (AI), the JCSWG 2024 will focus on the collaboration of multiple agencies from local, international, and private sectors to discuss and mitigate these threats, if not, create a system that can be used to provide innovative ideas in facing these issues. Specifically, to:

1. Introduce the latest trends and cybersecurity issues that affect Data Privacy locally and internationally;
2. Emphasize the importance of collaboration in exchanging innovative ideas concerning the growing cyber threat environment;
3. Provide technical solutions to mitigate the security risks that threaten Data Privacy.

III. SCOPE OF WORK

The NPC-Enforcement Division requires a venue to conduct a gathering of Local and International agencies related to the Data Privacy Act 2012. We will conduct a hybrid

approach, which is Face to Face and Digital via *MS Teams* or *Zoom*. The inclusions for the Lease of Venue include:

A. Event Venue

The event venue shall possess world-class facilities and equipment that meet international standards and be operated by an experienced and professional staff who can meet the requirements of sophisticated domestic and foreign clientele. Preference is with publicly owned real property or conference venues from other government agencies as provided in Memorandum Circular 14, dated February 14, 2017, from the Office of the President of the Philippines.

The specifications are as follows:

1. **Capacity:** The venue must accommodate at least 70 guests with at least 10 crew that will assist in the equipment of the event as well as the logistics;
2. **Location:** Must be located within Pasay and Manila City, Metro Manila;
3. **Security:** Shall provide and maintain security for building perimeter areas and internal patrols for common areas;
4. **Internet provision:** can provide bandwidth with at least 100 mbps;
5. **Others:** Sufficient air-conditioning and adequate lighting facilities for the event (9:00 am - 1:00 pm);
6. **Comfort rooms:** Adequate and clean Comfort Rooms for guests with accommodation for Persons with Disability (PWD);
7. **Signages:** Sign and standees for reference and guidance;
8. **Physical Arrangement/Layout Plans:**

Appropriate stage set-up in compliance with the plan that will be provided by the end-user, including:

- a. Stage Platform set-up;
 - b. Seats for Speakers;
 - c. Chairs and tables for audiences, technical booth, and staff.
 - d. Must provide a registration booth;
9. Availability of venue on **September 11, 2024**.
 10. Allows ingress and egress for the set-up.

B. Food

1. Provide food for Guests and Speakers:
 - a. Buffet meal for at least 70 pax to be served for event guests;
 - b. Provision of meals to persons with prescribed diet or food restrictions (due to religious and medical reasons) without minimum order requirements;

- c. Morning Snacks must be served at 9:30 am, while Lunch will be served at 11:45 am.
- d. Complete set of dining materials;
- e. Available waiters.

C. Events Video System and Audio Equipment

1. Provide Video and Audio system during the half-day event.
2. Video System
 - A. 1 set LED Wall (9ft X 12ft) Place in Center;
 - B. 1 unit Data Video 4Channel Video Mixing Board 1 Extron Scan Converter;
 - C. 1 unit Video Splitter Amplifier;
 - D. 1 lot Video Cables, Connectors & Wires;
 - E. 1 unit 22 inches Flat Screen T.V. Monitor;
 - F. 1 set Platform (4ft X 12ft) w/ Skirting;
 - G. 2 sets Video Camera (for LIVE FEED & Docs).
3. Audio Equipment
 - A. 4 units VRX 900 Powered Speaker;
 - B. 4 units Speaker Stand;
 - C. 1-unit Digital Mixer;
 - D. 4 units Wireless Microphone;
 - E. 1 lot Microphone Stand.
4. Lights System
 - A. 4 units LED Lights;
 - B. 8 units LED PAR Lights;
 - C. 2 units PAR Stand w/ T bar.

Provide crew members that will:

- Manage and ensure full functioning of on-site technical requirements for a half-day event.
- Coordinate with the NPC-Enforcement Division on the delivery of the video system and Audio equipment. Coordinate and provide debriefs/briefings for the NPC technical committee;
- Act as the technical staff/crew in charge of staging and technical set-up;
- Provide, manage, and execute the event's ingress/egress and technical dry run to ensure that all technical requirements are met.

IV. QUALIFICATION OF SERVICE PROVIDER

Except for government agencies as lessors, the service provider must have:

- Mayor's/business permit
- PhilGEPS Registered Number
- Income/Business Tax Return

V. CONTRACT DURATION

The engagement is for one (1) year, which shall commence immediately from the Notice to Proceed/P.O./Contract issuance.

VI. PAYMENT AND DELIVERY

1. The NPC shall pay the total of the contract price for the lease of venue services, but in no case shall it exceed the ABC, and shall be inclusive of taxes, logistics penalties, and other related charges.
2. Payment Terms:

Payment processing shall be made upon receipt of the billing invoice or statement of account and issuance of Acceptance of Output by the end-user after the conduct of activity.
3. Must Accept "send bill" payment terms.

VII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service.
The mode of procurement shall be: *Alternative Mode through Negotiated Procurement – Lease of Venue*

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

Source of Fund : F.Y. 2024 General Appropriations
NPC Annual Procurement Plan F.Y. 2024 (APP Item No. 2024-0049).

Approved Budget for the Contract : Three Hundred Fifty Thousand Pesos Only (Php 350,000.00).

Prepared by:



Digitally
signed by
Ramos Jessica
Loida Lugtu

JESSICA LOIDA L. RAMOS

Information System Analyst I, Enforcement Division

Recommending Approval:



Digitally signed by
Cabatu Rodolfo Serios Jr
Date: 2024.07.19
15:05:09 +08'00'

ATTY. RODOLFO S. CABATU, JR.
Attorney V, Enforcement Division

Approved by:



Digitally signed by
Patula Maria
Theresita Elnar

ATTY. MARIA THERESITA E. PATULA
Director IV, Legal and Enforcement Office