



REQUEST FOR QUOTATION

JOINT CYBER SECURITY WORKING GROUP - TOKENS (APP Item No. 2024-0050)

02 August 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **JOINT CYBER SECURITY WORKING GROUP - TOKENS (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., 08 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

Sincere¹⁻⁻

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 - TOKENS**

Item	Unit	Quantity	Description/ Specifications	Approved Budget of the Contract		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" <u>in every item</u>)																
				Php 50,000.00																		
				Unit Price	Total																	
1	Lot	1	<p>Please refer to the "Technical Specification" for:</p> <p>A. Technical Specification</p> <p>1. NOTEBOOK CUSTOMIZED</p> <table border="1"> <thead> <tr> <th>Specification</th> <th>Requirements</th> </tr> </thead> <tbody> <tr> <td>Notebook Customized:</td> <td>90 pcs. "See attached Technical Specification for description"</td> </tr> <tr> <td>Color:</td> <td>45 pcs (Dark Blue) and 45 pcs. (Black) "See attached Technical Specification for description"</td> </tr> <tr> <td>Materials:</td> <td>Synthetic PU/ PVC/PP Leather "See attached Technical Specification for description"</td> </tr> <tr> <td>Printing:</td> <td>Printed Design "See attached Technical Specification for description"</td> </tr> <tr> <td>Height:</td> <td>8cm "See attached Technical Specification for description"</td> </tr> <tr> <td>Width:</td> <td>8.3cm "See attached Technical Specification for description"</td> </tr> </tbody> </table> <p>2. DESK MAT CUSTOMIZED</p> <table border="1"> <tbody> <tr> <td>Quantity:</td> <td>90 pcs. "See attached Technical Specification for description"</td> </tr> </tbody> </table>	Specification	Requirements	Notebook Customized:	90 pcs. "See attached Technical Specification for description"	Color:	45 pcs (Dark Blue) and 45 pcs. (Black) "See attached Technical Specification for description"	Materials:	Synthetic PU/ PVC/PP Leather "See attached Technical Specification for description"	Printing:	Printed Design "See attached Technical Specification for description"	Height:	8cm "See attached Technical Specification for description"	Width:	8.3cm "See attached Technical Specification for description"	Quantity:	90 pcs. "See attached Technical Specification for description"			
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			Color:	45 pcs. (Dark Blue) and 45pcs. (Black) "See attached Technical Specification for description"			
			Size:	31.5" x 12" "See attached Technical Specification for description"			
			Material:	Synthetic PU/PVC/PP Leather - Anti Slip rubber Base "See attached Technical Specification for description"			
			Printing:	Impressed "See attached Technical Specification for description"			
			Optional:	With lock/ closure "See attached Technical Specification for description"			
			3. Payment and Delivery "See attached Technical Specification for description"				
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 SPECIFICATION

JOINT CYBERSECURITY WORKING GROUP TOKENS (APP Item No. 2024 - 0050)

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

The primary objective of procuring the desk mat and notebook is to serve as a token of appreciation to the keynote speakers that the Enforcement Division will hold a Joint Cyber Security Working Group (JCSWG) meeting in September. These are the following reasons why the end-user chooses the tokens.

1. Aesthetics:
 - The desk mats contribute to a motivating workplace environment by providing aesthetic appeal.
 - Visual aesthetics can positively impact productivity and create an inspiring atmosphere.
2. Functionality of Desk Mats:
 - The non-slip desk mats serve a dual purpose:
 - They function as mouse pads, preventing the laptop and mouse from sliding during work.
 - They protect laptop surfaces from scratches.
3. Traditional Notetaking:
 - Notebooks offer a traditional way to write important points and insights during meetings.
 - Despite digital advancements, handwritten notes remain valuable for capturing information.

III. TECHNICAL REQUIREMENT/SPECIFICATION

The end-user considered selecting the desk mat and notebooks as tokens to be given to all the speakers of the JCSWG event. The following list is the technical specifications of the desk mat and notebooks.

Product Description: Notebook Customized
Design: Custom design (see Annex A of Market Study)
Preferred Color: Dark Blue and Black
Quantity: 90 pcs

Product Description: Desk Mat Customized
Design: Custom design (see Annex A of Market Study)
Preferred Color: Dark Blue and Black
Quantity: 90 pcs

Product	Specification
Notebook, Customized	Quantity: 90 pcs. Color: Dark Blue and Black Material: Synthetic PU/PVC/PP Leather Printing: Printed Design Height: 8cm Width: 8.3cm
Desk Mat Customized	Quantity: 90 pcs. Color: Dark Blue and Black Size: 31.5" x 12" Material: Synthetic PU/PVC/PP Leather - Anti Slip Rubber Base Printing: Impressed Optional: with lock/closure

IV. PAYMENT AND DELIVERY

1. 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 delivered, which have been duly inspected and accepted.
2. The item must be delivered 15 days from receipt of the Notice to Proceed or Purchase Order but not later than 02 September 2024.
3. Place of Delivery: NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

V. MODE AND NATURE OF PROCUREMENT

- The mode of procurement shall be Small Value Procurement.

VI. 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 - 0050
- Approved Budget for the Contract Fifty Thousand Pesos
(Php 50,000.00).

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

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