



REQUEST FOR QUOTATION

PRIVACY, SAFETY, SECURITY, AND TRUST - WEBCAST TOKENS (APP Item No. 2024-0037)

03 August 2024

NOTICE TO ALL SUPPLIERS/PROVIDERS:

The National Privacy Commission intends to procure **PRIVACY, SAFETY, SECURITY, AND TRUST - WEBCAST TOKENS** under **APP Item No. 2024-0037**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative, the details of which is discussed in the attached Technical Specification not later than **05:00 PM., 12 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. 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

PRIVACY, SAFETY, SECURITY, AND TRUST - WEBCAST TOKENS

Item	Unit	Quantity	Description/Specifications	Approved Budget of the Contract		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				(Php 200,000.00)		
				Unit Price	Total	
1	Lot	1	<i>Please refer to the "Technical Specification Description"</i>			
			1. Technical Requirements/Specifications			
			A. NPC Corporate Jacket			
			Specification	Requirements		
			Description	Corporate Jacket <ul style="list-style-type: none"> • with Special Lining • with 2 Inside Pocket • with Melt Pocket Left & Right with Accent • Back-Plain Cut • Full Zipper 		
			Material	<ul style="list-style-type: none"> • Premium wool suiting fabric • (High quality cotton, soft, smooth, tightly woven texture, and similar to that used in formal suits) 		
			Process	<ul style="list-style-type: none"> • Embroidery • Printing 		
Color	<ul style="list-style-type: none"> • HEX Code: 14233a 					
Finishing	<ul style="list-style-type: none"> • Individual Packaging 					

			Print <ul style="list-style-type: none"> • Color Print Embroidery • Corporate Jacket Design 1 - One Side Logo of NPC • Corporate Jacket Design 2 - One side Logo of PIAD 			
			Design <ul style="list-style-type: none"> • 2 set (Please see attached designs) 			
			Quantity 77 pieces <i>"Please see attached Technical Specification for Description"</i>			
		B. PSST Webcast Jacket <i>"See attached Technical Specification for description"</i>				
		Specification	Requirements			
		Description	Hoodie Jacket <ul style="list-style-type: none"> • Detachable Hood • with String Cord for the Hood • with Snap Up & Down • with Ordinary Lining • with Left & Right Pocket • with Flaps & Bottom Full Zip 			
		Material	<ul style="list-style-type: none"> • Water repellent fabric 			
		Process	<ul style="list-style-type: none"> • Embroidery Printing 			
		Color	<ul style="list-style-type: none"> • HEX Code: f6f5e1 			
		Finishing	<ul style="list-style-type: none"> • Individual Packaging 			
		Print	<ul style="list-style-type: none"> • Color Print / Embroidery • Design 1 - One on the side and one on the back (full color) 			

			<ul style="list-style-type: none"> Design 2 – 2 side print 			
		Design	2 (see attached design)			
		Quantity	22 pieces "Please see attached Technical Specification for Description"			
		C. Payment and Delivery Terms "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 SPECIFICATIONS

PSST Webcast Tokens (APP Item No. 2024-0037)

I. BACKGROUND

The National Privacy Commission (NPC) is dedicated to educating the public about data privacy, data protection, and fair information rights and responsibilities, as mandated by the Data Privacy Act of 2012 and its implementing rules and regulations.

One of NPC's ongoing programs aimed at raising awareness is the PRIVACY, SAFETY, SECURITY, and TRUST! (PSST) Online initiative. Starting in 2024, the PSST! Webcast will replace the existing PSST! Webinar.

The PSST! Webcast, also known as Privacy on the Spotlight, has been instrumental in raising awareness and providing valuable insights into the field of digital privacy and security. To further enhance this initiative, the Public Information and Assistance Division (PIAD) proposes the procurement of National Privacy Commission Corporate Jackets and PSST! Webcast Jackets.

II. OBJECTIVES

Customized jackets are an effective marketing strategy as they help generate awareness and hype as people wearing them become "walking billboards." This also contributes to raising public awareness on data privacy by creating instant and inexpensive brand recognition.

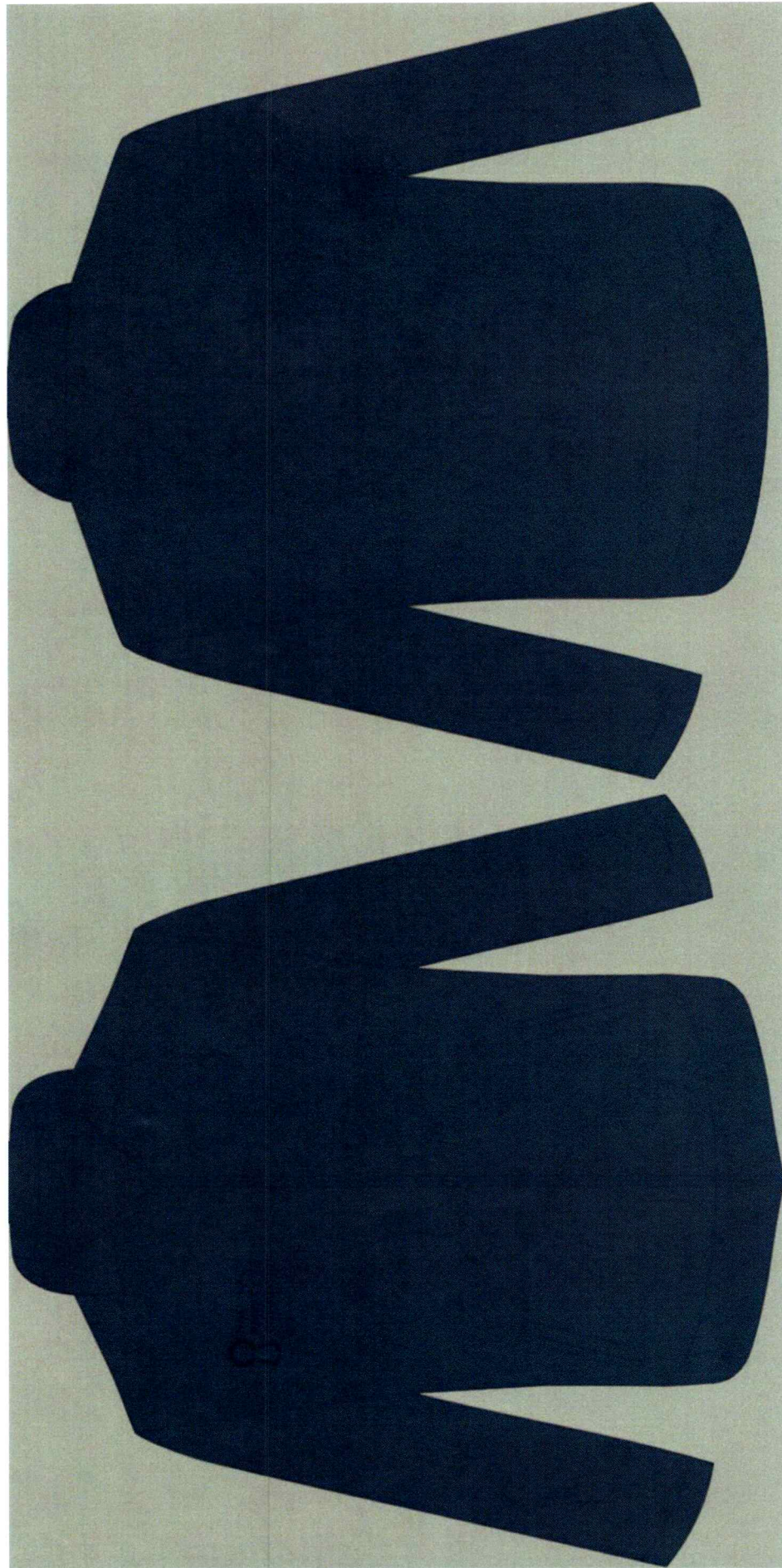
III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

A. NPC Corporate Jacket

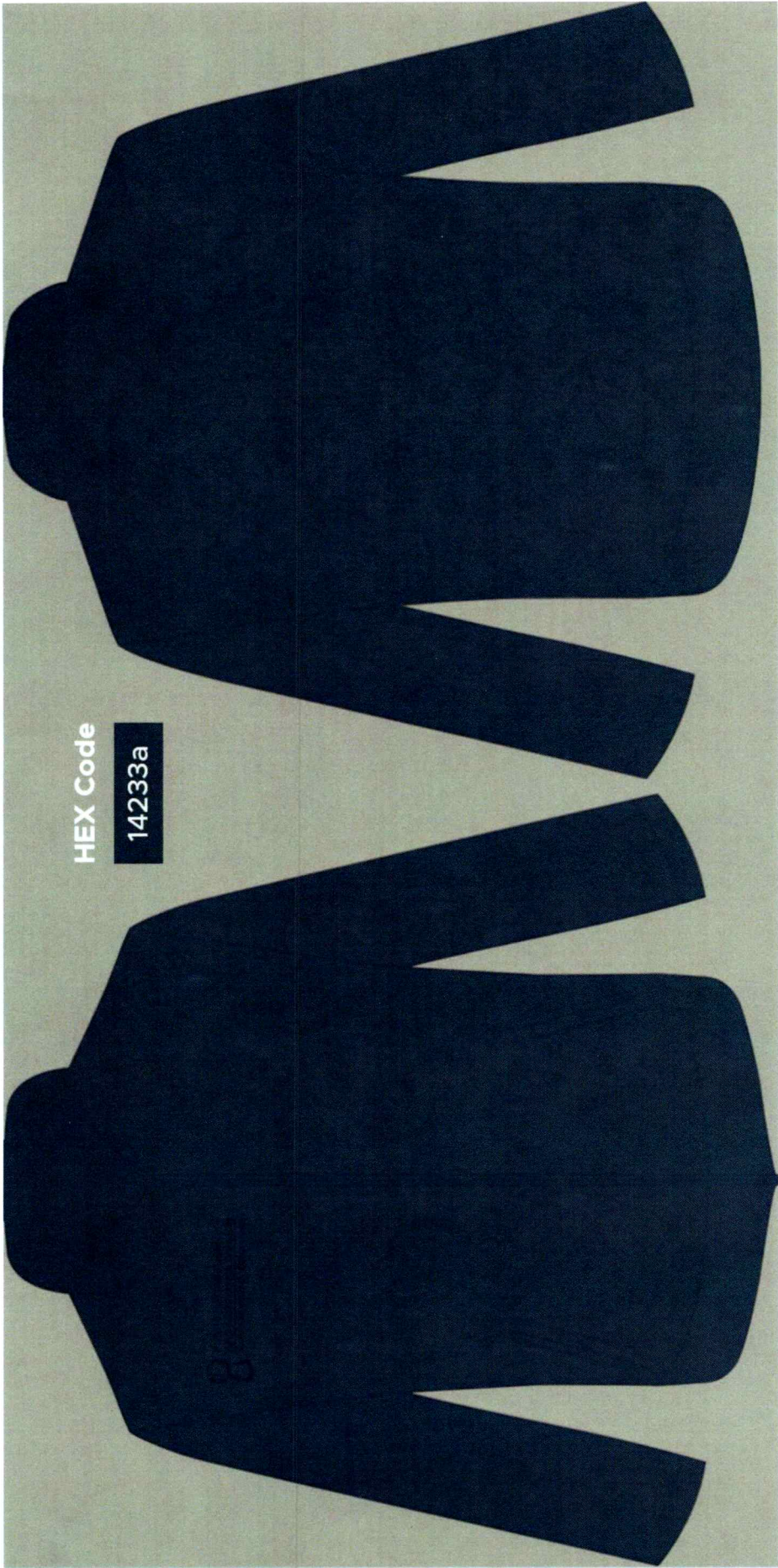
Specification	Requirements
Description	Corporate Jacket with Special Lining with 2 Inside Pocket with 2 Melt Pocket Left & Right with Accent Back-Plain Cut Full Zipper
Material	Premium wool suiting fabric

	(High quality cotton, soft, smooth, tightly woven texture, and similar to that used in formal suits)
Process	Embroidery Printing
Color	HEX Code: 14233a
Finishing	Individual Packaging
Print	Color Print / Embroidery Corporate Jacket Design 1 - One Side Logo of NPC Corporate Jacket Design 2 - One Side Logo of PIAD
Design	2 set (<i>Please see attached designs</i>)
Quantity	<p>77 pieces</p> <p>Breakdown*:</p> <p>Corporate Jacket Design 1 - 65 pieces</p> <p>Small - 4 pieces Medium - 14 pieces Large - 22 pieces Extra Large - 11 pieces 2Extra Large - 7 pieces 3Extra Large - 5 pieces 4Extra Large - 1 piece 6Extra Large - 1 piece</p> <p>Corporate Jacket Design 2 - 12 pieces</p> <p>Small - 3 pieces Medium - 3 pieces Large - 4 pieces Extra Large - 1 piece 2Extra Large - 1 piece</p> <p><i>*Still subject to change upon submission of sample sizes</i></p>

Corporate Jacket Design 1



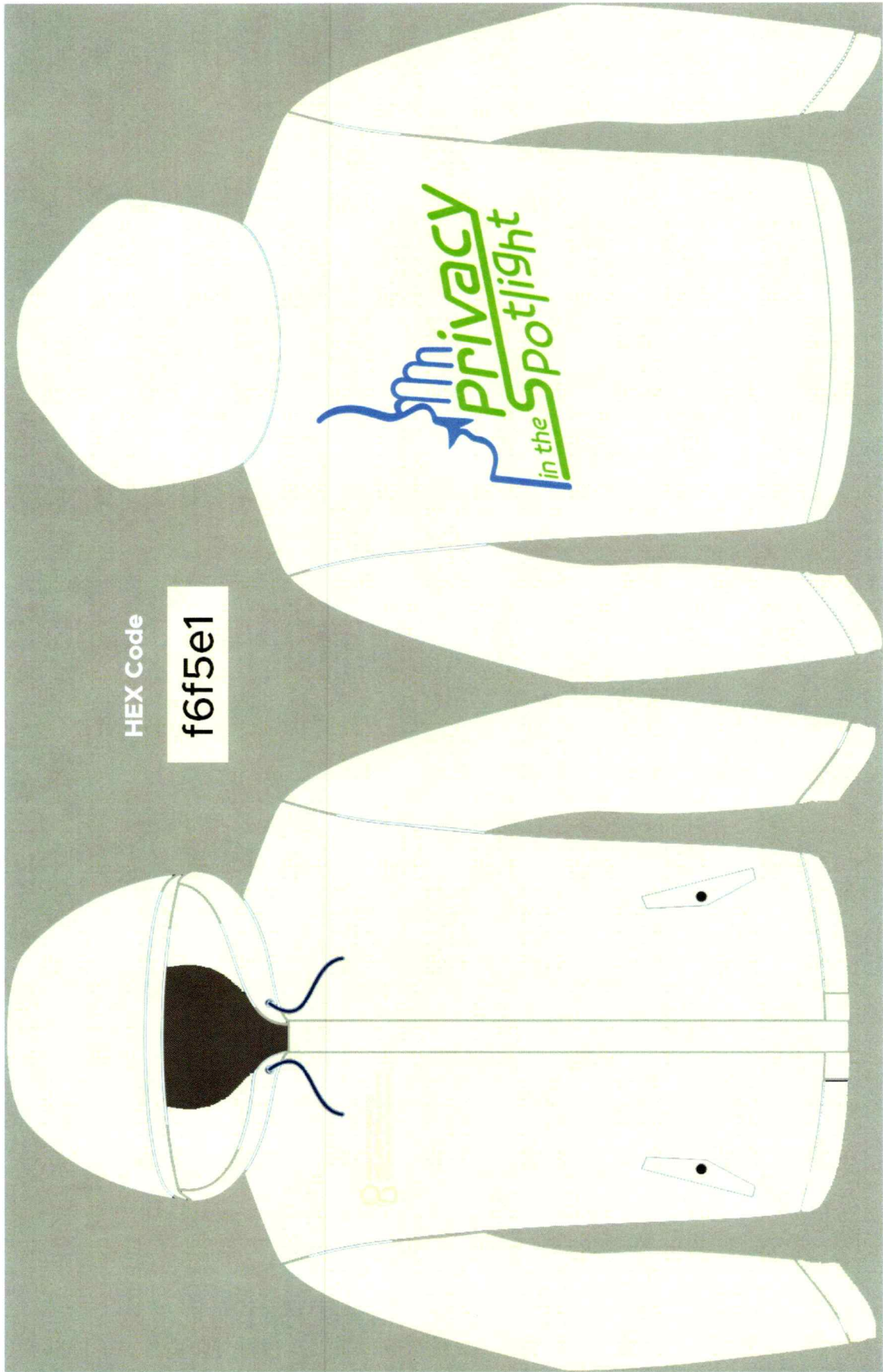
Corporate Jacket Design 2



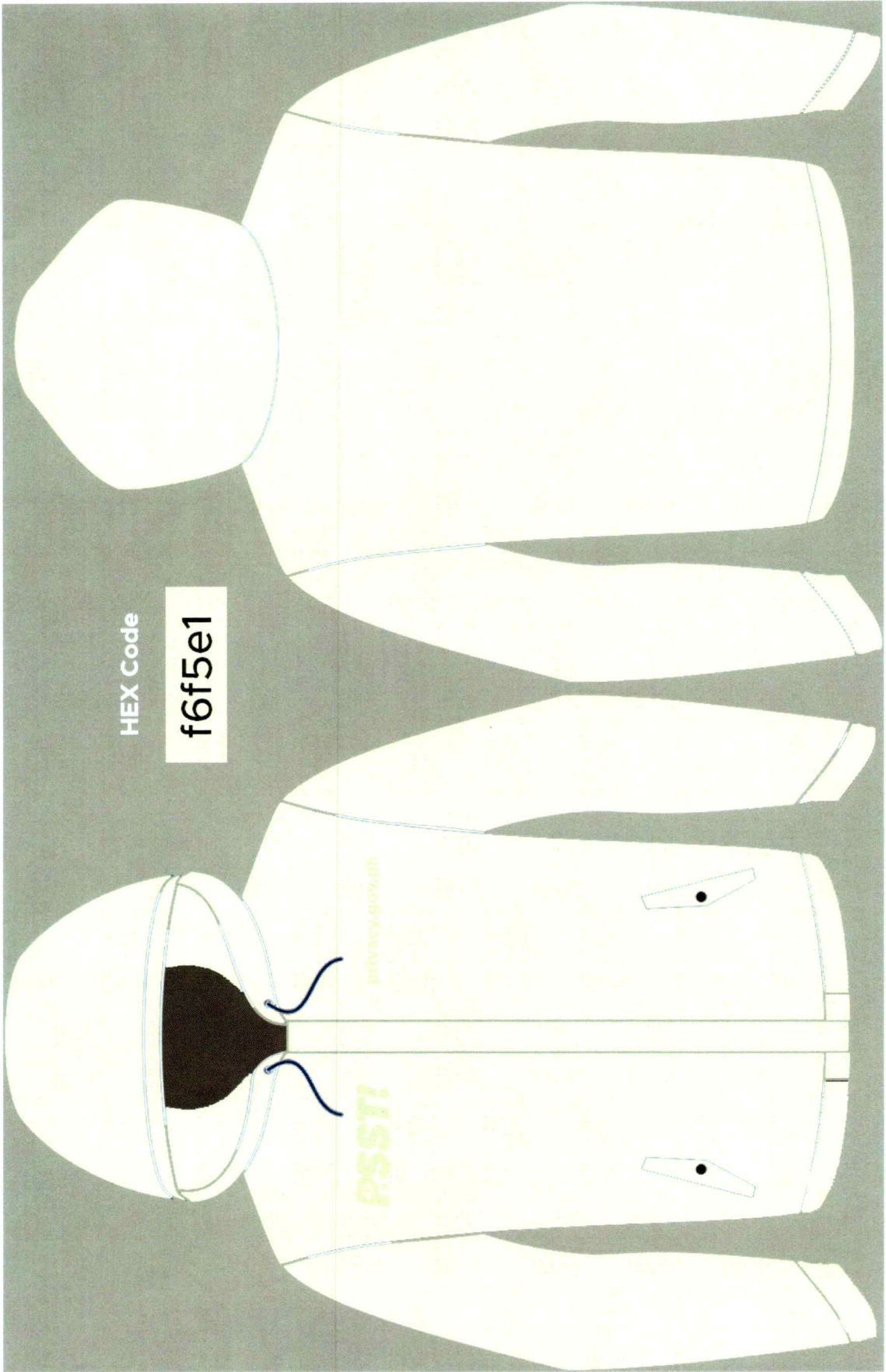
B. PSST Webcast Jacket

Specification	Requirements
Description	<p>Hoodie jacket Detachable Hood with String Cord for the Hood with Snap Up & Down with Ordinary Lining with Left & Right Pocket with Flaps & Botton Full Zip</p>
Material	Water repellant fabric
Process	Embroidery Printing
Color	HEX Code: f6f5e1
Finishing	Individual Packaging
Print	Color Print / Embroidery Design 1 - One on the side and one on the back (full color) Design 2 - 2 side print
Design	2 (see attached design)
Quantity	<p>22 pieces Breakdown*:</p> <p>Hoodie Jacket Design 1 - 12 pieces</p> <p style="padding-left: 40px;">Small - 2 pieces Medium - 7 pieces Large - 2 pieces Extra Large - 1 piece</p> <p>Hoodie Jacket Design 2 - 10 pieces</p> <p style="padding-left: 40px;">Small - 2 pieces Medium - 3 pieces Large - 3 pieces Extra Large - 1 pieces 2ExtraLarge - 1 piece</p> <p><i>*Still subject to change upon submission of sample sizes</i></p>

Hoodie Design 1



Hoodie Design 2



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 September 15, 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 completion of the following:

- a. receipt of the billing invoice or statement of account;
- b. issuance of a certification that the goods and services have been delivered and rendered in accordance with the signed contract/purchase order, and;
- c. 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.

D. Post-qualification Requirements

The qualified bidder shall submit a sample copy prior to the issuance of the Notice of Award to determine if the qualified bidder complies and is responsive to all the legal, financial, and technical requirements specified in the bidding documents and the goods to be delivered is in conformance with the technical specification.

VI. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Service.

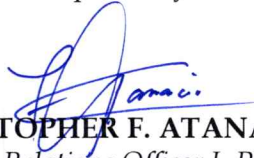
The mode of procurement shall be: *Small Value Procurement*

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

Source of Fund : Annual Procurement Plan FY 2024
(APP Item No. 2024-0037)

Approved Budget
for the Contract : Two Hundred Thousand Pesos Only
(Php 200,000.00)

Prepared by:



CHRISTOPHER F. ATANACIO
Public Relations Officer I, PIAD

Recommending Approval:



SUSANA O. ABADA
Officer-in-Charge, Public Information and Assistance Division

Approved by:



ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV 