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**BIDS AND AWARDS COMMITTEE**  
Resolution No. 036-2024, Series of 2024

**RECOMMENDING THE AWARD OF CONTRACT FOR EMPLOYEE WELFARE,  
RELATIONS, ENGAGEMENT, AND DISCIPLINE - T-SHIRT (TEAM  
BUILDING) (APP ITEM NO. 2024-0070)**

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**WHEREAS**, the National Privacy Commission (NPC or *Commission*) is an independent body mandated to administer and implement Republic Act No. 10173 of the Data Privacy Act of 2012 and to monitor and ensure compliance of the country with international standards set for data protection;

**WHEREAS**, the NPC aims to provide an environment for employees to find their niche aligned with the direction of the Commission's Programs, Activities, and Projects, as well as to strengthen personnel confidence in understanding where the organization is heading and what measures must be implemented to achieve the organization's goal, aligned with the issuances/guidelines from Oversight Agencies specifically the Civil Service Commission (CSC) Memorandum Circular (MC) No. 04 s. 2020 or the "Mental Health Program in the Public Sector" wherein one of the strategies is the prevention, promotion, and information and education campaign on mental health well-being that includes the conduct of team building activities;

**WHEREAS**, the NPC will hold its Team Building activities on 06-07 June 2024 with "MOTIVATION" as the key area of interest – motivate the workforce to maintain high productivity and sustain good mental health amid any crisis. Further, the Commission acknowledges the significance of adapting to changing and challenging times, hence the need for the need for the workforce to engage in activities that will enhance teamwork skills and provide room for shared ideas in a fun and relaxed environment;

**WHEREAS**, as part of the team building exercises, the NPC employees will be grouped into six (6) teams, each competing in various planned activities. To distinguish between the groups, participants will be assigned different colored t-shirts. NPC will provide these t-shirts to its employees to ensure uniformity and serve as souvenirs of the activity.

**WHEREAS**, Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" recognizes Small Value Procurement as a method of procuring goods where the amount involved does not exceed the threshold prescribed in Annex "H" of the RIRR, provided, that in case of goods, the procurement does not fall under shopping in Section 52;

**WHEREAS**, the NPC approved its FY 2024 Annual Procurement Plan (APP), which includes the procurement of Employee Welfare, Relations, Engagement, and Discipline - T-Shirt (Team Building) under APP Item No. 2024-070, and with an Approved Budget for the Contract (ABC) amounting to One Hundred Five Thousand Pesos (Php 105,000.00);

**WHEREAS**, Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" recognizes Small Value Procurement as a method of procuring goods where the amount involved does not exceed the threshold prescribed in Annex "H" of the RIRR, provided, that in case of goods, the procurement does not fall under shopping in Section 52;

**WHEREAS**, on 16 May 2024, the NPC Bids and Awards Committee (NPC-BAC), through its Secretariat, sent Requests for Quotation through electronic mail to Ceboom Enterprises, Macjab Industrial Chemical Products Wholesaling, and Zashen Fashions. The Request for Quotation was also posted at the PhilGEPS and NPC website as well as the NPC bulletin board;

**WHEREAS**, three (3) suppliers submitted their quotation, namely: (1) Ceboom Enterprises; (2) Macjab Industrial Chemical Products Wholesaling, and (3) Zashen Fashions to wit:

Supplier	Bid Price	Remarks
CEBOOM ENTERPRISES	90,650.00	COMPLIANT
MACJAB INDUSTRIAL CHEMICAL PRODUCTS WHOLESALING	60,760.00	COMPLIANT
ZASHEN FASHIONS	68,600.00	COMPLIANT

**WHEREAS**, on 16 May 2024, the National Privacy Commission – Bids and Awards Committee (NPC-BAC) evaluated all the submitted quotations. It was found that **Macjab Industrial Chemical Products Wholesaling** passed the technical, legal, and financial requirements mandated under RA 9184, and was determined to be the lowest calculated and responsive bid quoted with a bid price of Sixty Thousand Seven Hundred Pesos (Php 60,700.00) within the ABC;

**WHEREAS**, on 20 May 2024, Macjab Industrial Chemical Products Wholesaling submitted a withdrawal letter addressed to Atty. Maria Theresita E. Patula, BAC – Chairperson, to wit:


We are requesting for withdrawal from the quotation of the project named **"EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT, AND DISCIPLINE - T-SHIRT (TEAM BUILDING) (APP Item No. 2024-0070)**. Due to time constraint required to deliver the items as well as changing of fabric type hinders us to accomplish the project ahead of your preferred schedule"

**WHEREAS**, on 23 May 2024, the NPC-BAC re-evaluated the submitted quotations and was found that **Zashen Fashions** passed the technical, legal, and financial requirements mandated under RA 9184, and was determined to be the second lowest calculated and responsive bid quoted with a bid price of Sixty-Eight Thousand Six Hundred Pesos (Php 68,600.00) within the ABC;

**NOW, THEREFORE**, for and in consideration of the foregoing, WE, the members of the NPC-BAC, hereby RESOLVE, as it is hereby **RESOLVED**, to recommend the award of the contract for the procurement of Employee Welfare, Relations, Engagement, and Discipline – T-Shirt (Team Building) to **ZASHEN FASHIONS** for having the second lowest calculated and responsive quotation in the total amount **SIXTY-EIGHT THOUSAND SIX HUNDRED PESOS (PHP 68,600.00)**, subject to the presentation of their original documentary requirements upon signing of the Notice of Award (NOA).

**RESOLVED** this 23 May 2024 via a combination of on-site and videoconference meeting.

**ATTEST:**

  
Digitally signed  
by Tavora Maria  
Donabella Atienza  
**MS. MARIA DONABELLA A. TAVORA**  
HRDD  
Provisional BAC Member/End-User


  
**MR. MARLON RUBEN N. FABRICANTE**  
Chief, ASD  
BAC Member

  
Digitally signed  
by Cabatu  
Rodolfo Serios Jr  
**ATTY. RODOLFO S. CABATU, JR**  
Chief, EnD  
BAC Member

On Official Business  
**ATTY. AUBIN ARN R. NIEVA**  
Director IV, DASCO  
BAC Vice Chairperson

  
Digitally signed  
by Patula Maria  
Theresita Elnar  
**ATTY. MARIA THERESITA E. PATULA**  
Director IV, LEO  
BAC Chairperson

**Approved:**

  
**ATTY. JOHN HENRY D. NAGA**  
Privacy Commissioner  
Head of the Procuring Entity  
Date: MAY 28 2024



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



## NOTICE OF AWARD

Date Issued: **MAY 28 2024**

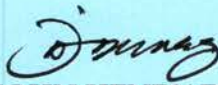


**ZASHEN FASHIONS**  
1961 Espana Blvd., Sampaloc, Manila


Dear 

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 036-2024 series of 2024, the contract for **EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT, AND DISCIPLINE - T-SHIRT (TEAM BUILDING)** amounting to **SIXTY-EIGHT THOUSAND SIX HUNDRED PESOS (PHP 68,600.00)** VAT inclusive, is awarded to **ZASHEN FASHIONS**, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

  
**ATTY. JOHN HENRY D. NAGA**  
Privacy Commissioner  
Head of the Procuring Entity

Digitally  
signed by  
Mendoza  
Ma. Josefina  
Eusebio

Conformer: 



**ZASHEN FASHIONS**  
Date: **MAY 30 2024**

PURCHASE ORDER  
NATIONAL PRIVACY COMMISSION  
Entity Name

Supplier : ZASHEN FASHIONS		P.O. No. : 2024- 05 - 0022				
Address : 1961 Espana Boulevard, Sampaloc, Manila		Date : 31 MAY 2024				
TIN : _____		Mode of Procurement : Small Value Procurement				
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:						
Place of Delivery : NPC OFFICE		Delivery Term : Send bill arrangement				
Date of Delivery : 20 DAYS AFTER AWARD OF CONTRACT OR 03 JUNE 2024		Payment Term : LDDAP-ADA				
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount	
	LOT	EMPLOYEE WELFARE, RELATIONS, ENGAGEMENT AND DISCIPLINE - T SHIRT (TEAM BUILDING)	1	68,600.00	68,600.00	
		Specifications:				
Item	Unit	Qty	Description/Specifications		Approved Budget of the Contract (Php 105,000.00)	Compliance (Manifest your compliance by writing "COMPLY" in every item)
					Unit Price	Total
1	Lot	1	Please refer to the "Scope of Work"			
			1. Scope of Work			
			• Quantity 245 Pcs		280.00	68,600.00
			• Print Full Sublimation T-shirt (Dri-fit)			COMPLY
			• Materials Dri-fit (microfiber polyester fiber materials), breathable, round neck			COMPLY
			• Delivery Terms 03 June 2024			COMPLY
			• Colors Blue, red, yellow, purple, orange, green			COMPLY
			• Design To be provided by NPC			COMPLY
			• Sizes Various sizes "See attached Scope of Work for the description"			COMPLY
			2. Contract Duration "See attached Scope of Work for the description"			COMPLY
			3. Payment and Delivery Terms "See attached Scope of Work for the description"			COMPLY
TOTAL					Php68,600.00	
Payment:						
Payment shall be made upon issuance of Certificate of Acceptance of Output by the end-user and shall be consistent with the following schedule:						
% of Contract Cost	Activity	Deliverable/ Output	Schedule			
100%	Send bill after full delivery	Billing statement	After full delivery			
TOTAL						
Indicative delivery dates may be adjusted upon request from and approval of NPC.						
(Total Amount in Words)		SIXTY-EIGHT THOUSAND SIX HUNDRED PESOS ONLY				
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.						
NOTICE TO PROCEED: Notice is hereby given that by conforming to this Purchase Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.						
Contact Ms. Joan P. Del Mundo at +63 (0) 2 886 100 000 for questions delivery and other concerns.						
Conforme:		Very truly yours,				
Signature over Printed Name of Supplier		MR. MARLON RUBEN FABRICANTE				
31 MAY 2024		Signature over Printed Name of Authorized Official				
Date		OIC/Director IV FAO				
		As per PCSO No. 046 s. 2024				
Fund Cluster : 01		ORS/BURS No. : 02-101-2024-06-00313				
Funds Available : ₱ 68,600.00		Date of the ORS/BURS: JUN 03 2024				
JOHANA CARLA T. GOMEZ		Amount : ₱ 68,600.00				
as per PCSO No. 017 s. 2023						
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit						