

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

144 Mindanao Avenue, Quezon City
Trunklines: (+632)927-6383; 927-5505
Email Address: chief@bjmp.gov.ph Website: www.bjmp.gov.ph



REQUEST FOR PROPOSAL

The Bureau of Jail Management and Penology – National Headquarters (BJMP-NHQ), through its Bids and Awards Committee, intends to procure **Consultancy Services for Data Privacy Act of 2012 Compliance for Single Carpeta Roll-Out**, which will be undertaken in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Duration of Consultancy	Location	Description	Approved Budget for the Contract
Forty Five (45) Calendar Days upon the Receipt of NTP	BJMP, National Headquarters, 144 Mindanao Avenue, Project 8, Quezon City	Consultancy Services for Data Privacy Act of 2012 Compliance	Php 995,000.00

Eligible Consultants or consulting firms of known qualifications are invited to submit their quotations/ proposals, signed by your authorized representative, not later than **February 13, 2019 at 5:00 PM**, subject to the Terms and Conditions provided in the attached TOR.

Interested consultants are required to submit the following documents:

- Valid and current Mayor's Permit (for Consulting firm) BIR Cert. of Registration (for individual Consultant);
- PhilGEPS Registration Number (Please indicate in the space provided in Annex "A");
- Latest Income/Business Tax Return;
- Omnibus Sworn Statement together with any documents to prove that the signatory of the quotation is authorized representative of the company or photocopy of ID bearing the picture/signature of the representative issued by the company.(Annex "B")
- Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (Annex "C");
- Statement of the Bidder's Single Largest Completed Contract similar to the contract to be bid (Annex "D"); and
- Curriculum Vitae (CV) for Proposed Professional Staff (Annex "E").

Quotations shall be compared and evaluated on the basis of the following criteria:

- a. Applicable Experience – 20%
- b. Qualification of personnel to be assigned to the project – 50%
- c. Bid Price – 30%

Quotations may be submitted manually or email at the address and contact numbers indicated below.

For further information, please refer to:


J/INSP ARTURO R ESPOS JR

Directorate for Logistics

BJMP National Headquarters, 144 Mindanao Avenue, Project 8, Quezon City

Telephone Number: 927-6383 local 202

Email Address: bac.bjmpnhq@gmail.com



RUEL S RIVERA, DSC
Jail Chief Superintendent
Chairperson, BJMP-NHQ BAC

ANNEX "A"

Name of the Company: _____

Address: _____

Business Permit No.: _____

PhilGEPS Registration No.: _____

TIN: _____

Telephone/ Cellphone Number: _____

Email Address: _____

<p>Instructions:</p> <ul style="list-style-type: none">1. Do not alter the contents of this form in any way.2. All the technical specifications are mandatory. Failure to comply with the specification shall be a ground for the disqualification of your quotation.3. Failure to follow these instructions will disqualify your entire quotation.
--

Financial Offer

Consultancy Services for Data Privacy Act of 2012 Compliance for Single Carpeta Roll-Out	
Approved Budget for the Contract: Nine Hundred Ninety Five Thousand Pesos	
TOTAL BID AMOUNT (In words and in figures)	 (PLEASE ATTACH THE BREAKDOWN OF BID)
Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____	

Name and Signature of Authorized Representative: _____

Name of the Company/ Business Name: _____

Date: _____

OMNIBUS SWORN STATEMENT

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 Consultant]* with office address at *[address of Consultant]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, 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]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for authorized representative]*;

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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Consultant]* 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;

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 Consultant]* 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, 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, 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 Consultant]* is related to the Head of the Procuring Entity, 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 Consultant]* complies with existing labor laws and standards; and
8. *[Name of Consultant]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YES STARTED

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name of Contract	Date of Award of the Contract	Type and Brief Description of Consulting Service	Consultant’s Role	Amount of Contracts	Contract Duration	Certificate of Satisfactory Completion or Equivalent Document

Name and Signature of Authorized Representatives

Name and Address of Consultant

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ has the following completed contract(s) for the past five (5) years.

Name of Contract	Date of Award of the Contract	Type and Brief Description of Consulting Service	Consultant's Role	Amount of Contracts	Contract Duration	Certificate of Satisfactory Completion or Equivalent Document

Name and Signature of Authorized Representatives

Name and Address of Consultant

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.] 24

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

Date:

[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

144 Mindanao Avenue, Quezon City
Trunklines: (+632) 927-6383; 927-5505
Email Address: itu@bjmp.gov.ph Website: www.bjmp.gov.ph



TERMS OF REFERENCE

I. PROJECT OVERVIEW

The Philippines Data Privacy Act of 2012 adopts international principles and standards for personal data protection related to the processing of personal data across both government and the private sector. The Data Privacy Act of 2012 is a 21st century law to address 21st century crimes and concerns. It (1) protects the privacy of individuals while ensuring free flow of information to promote innovation and growth; (2) regulates the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of personal data; and (3) ensures that the Philippines complies with international standards set for data protection through National Privacy Commission (NPC).

II. OBJECTIVES

The Consultancy Services for ISO 27001 and Data Privacy Act Compliance, and Related Information Technology and Security Trainings aims to attain the following objectives:

1. Increase awareness among trainnig participants as to the compliance on international standards on ICT Management and Data Privacy Act of 2012.
2. Improve the Jail Bureau's ICT management.
3. Enhance the ICT security of the Jail Bureau's data and comply with the Data Privacy Act of 2012.

III. TECHNICAL SPECIFICATIONS

V.1. General Requirements

1. The service provider must be a valid registered organization in existence for a minimum of two (2) years
2. The service provider must have at least one (1) year experience in providing Hardware, Software or Services in the Government Sector

3. The service provider must have completed a contract similar to the project within 10 years prior to the deadline of submission.

For this purpose, similar contracts shall refer to the "ICT Services"

4. The service provider must have at least two (2) regular and full-time employees who are Certified Professionals in proposed data privacy act consultancy.

5. The contractor must have at least one (1) regular and full-time employee who are trained and certified for Information Technology service management, who will be the project manager for the implementation of the project.

VI.3 Data Privacy Act Consultancy Service Requirement

The Data Privacy Consultancy Services, at the minimum, must deliver the following specifications:

1. Must conduct an initial meeting with involved stakeholders prior to starting of project to discuss schedule, timeline and required personnel involvement in the duration of the project.

2. Must determine the organization's current status with regards to DPA compliance and provide a documentation for Project Charter.

3. Must assist in drafting the required documents for the registration of data processing systems.

4. Must provide DPA Gap Analysis Documentation after initial assessment of the organization's current status

5. Must be able to accomplish the organization's Personal Data Inventory

6. Must provide assessment and inventory of the organization's Data Processing Systems, may it be manually or automatically generated or processed.

7. Must be able to provide assistance in drafting and/or reviewing the Privacy Notices.

8. Must be able to provide a Privacy Impact Assessment of the various Data Processing Systems of the organization and accomplishing a Privacy Impact Assessment Report.

9. Must assist in the compliance of DPA through provision of a Data Privacy Act Manual and DICTM Manual.

10. Must assist in drafting the Privacy Management Program and Plans as well as the creation of the breach management Team.

11. Must spearhead the review of the current Privacy Policies and Procedures as well as the data sharing agreements and service-level agreements with third parties concerning personal data.

12. Must be able to assist in the appointment of the breach management team members, their roles and responsibilities.

13. Must be able to provide an Awareness Seminar Program for the Heads of each department, and representatives from Regional Offices which concerns Personal Information.

14. Must be able to provide Certificate of Attendance for the attendees of the seminar program.

15. The service provider must provide and shoulder the expenses for all necessary supplies and meals needed for the project implementation.

VI.3 Data Privacy Act Awareness and Training Requirements

The Data Privacy Act Compliance Awareness and Training, at the minimum, must deliver the following specifications:

1. The **Data Privacy Act Awareness Session** will have the following specifications:

- Conduct of 1 day DPA awareness session for 30 participants with Snacks included.

- Venue will be within the BJMP premises.

- Topics will be but not limited to the following: Introduction to DPA, its IRR and Requirements (Privacy Notices, Privacy Manual, Forms and etc.), Privacy Management Program Requirements, PIA Creation, and Threats and Risk Controls Examples.

- Certificates of Attendance shall be given to the participants.

2. **Data Privacy Workshop for the Management** will have the following specifications:

- Conduct of 1 day DPA awareness session for 30 participants with Meals included.

- Venue will be within the BJMP premises.

- Certificates of Attendance shall be given to the participants after the training.

- Program/Schedule of topics will be but not limited to the following:

"Changing Lives, Building A Safer Nation"

DAY 1	
Time	Program/Topics
0800H-0830H	Registration
0830H-0900H	Opening Amenities
0900H-1200H	Introduction toDPA, its IRR and Requirements (Privacy Notices, Privacy Manual, Forms and etc.)
1200H-1300H	Lunch
1300H-1600H	Privacy Management Program Requirements, PIA Creation, and Threats and Risk Controls Examples.

DAY 2	
Time	Program/Topics
0900H-1200H	Conduct a Privacy Impact Assessment
1200H-1300H	Lunch
1300H-1600H	Presentation of PIA Cases

DAY 3	
Time	Program/Topics
0900H-1200H	Continuation of PIA Presentations
1200H-1300H	Lunch
1300H-1600H	Control Summary Review and Wrap-up of Workshop

3. The **ICT Training for Data Compliance** will have the following specifications:

- Conduct of 5-day ICT Training for Data Compliance for 3 participants with Meals and Snacks included.
- Venue will be determined by the winning bidder.
- Topics will be but not limited to the following: System Architecture, Linux Installation and Package Management, GNU and Unix Commands, Devices, Linux Filesystems, Filesystem Hierarchy Standard.
- Certificates of Completion shall be given to the participants.

VI.4 Manpower Requirement

The Service Provider, at the minimum, must have the following minimum manpower requirement/s:

1. Data Privacy Act Consultant/s

"Changing Lives, Building A Safer Nation"

- Must have a project management experience of at least 4 years
- Must have a Master's degree or have at least completed 30 units of Master's degree at the minimum.
- Must be certified in project management
- Must be trained and certified by a local or international training body for his/her expertise in any Data Privacy Law
- Must have an experience in assisting any public organization for their local or international accreditation on information security management
- Must have an experience with documentations of any manual or automated processes or projects

2. One (1) Project Manager

- Must have project and/or operations management experience of at least 3 years
- Must have an experience in Informations Technology Consulting
- Must be able to develop full scale project plans, timelines and resource requirements
- Must be trained and certified for Information Technology service management
- Manage project budget and resource allocation
- Constantly monitor and document progress of the project
- Implement and manage project changes to achieve project outputs
- Must be able to provide project evaluations and assessment of results

3. Two (2) Document Analysis

- Must have an experience with technical documentations of projects
- Must have at least 2 trainings and certifications of any local or global certifying body for competency assessment
- Must have an experience with documentations of any manual or automated processes or projects.