



**REQUEST FOR EXPRESSION OF  
INTEREST FOR DATA PRIVACY  
CONSULTING SERVICES PROVIDED FOR  
THE COMMISSION ON HUMAN RIGHTS**

RFEI No. 2024-11-098

Approved Budget for the Contract: PhP3,500,000

**PART 1**

**NOVEMBER 2024**

**BIDS AND AWARDS COMMITTEE  
FOR CONSULTING SERVICES, INFRASTRUCTURE AND FOREIGN  
ASSISTED PROJECTS**



REPUBLIC OF THE PHILIPPINES  
COMMISSION ON HUMAN RIGHTS

**REQUEST FOR EXPRESSION OF INTEREST FOR DATA PRIVACY  
CONSULTING SERVICES PROVIDED FOR THE COMMISSION ON  
HUMAN RIGHTS**

1. The Commission on Human Rights (CHR), through the General Appropriations Act of CY 2024 intends to apply the sum of **Three Million Five Hundred Pesos (PhP3,500,000)** being the Approved Budget for the Contract (ABC) to payments under the contract Data Privacy Consulting Services Provided for the Commission on Human Rights;

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The CHR now calls for the submission of eligibility documents for the shortlisting of bidders for Data Privacy Consulting Services Provided for the Commission on Human Rights;

*Expression of Interest and Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before 1:00PM of December 13, 2024 at the Commission on Human Rights, 3<sup>rd</sup> Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City.* Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. Interested bidders may obtain further information from the CHR Procurement Division or BAC Secretariat at the address given below from 9:00AM to 4:00PM, Monday to Friday only, excluding holidays, starting December 5, 2024.

Commission on Human Rights  
3<sup>rd</sup> Floor, SAAC Building, U.P. Complex  
Commonwealth Avenue  
Diliman, Quezon City

4. A complete set of Bidding Documents may be acquired by interested Bidders on December 13, 2024 until the submission of the bidding documents from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP5,000.00)**.

### Bids and Awards Committee Secretariat

Commission on Human Rights of the Philippines  
Procurement Division, General Administration Office  
3<sup>rd</sup> Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City  
Mobile No.: 0917-8571607 (globe)  
email Address: [procurement@chr.gov.ph](mailto:procurement@chr.gov.ph)  
CHR Website: [www.chr.gov.ph](http://www.chr.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of CHR, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of at least one (1) prospective bidder who will be entitled to submit bids. The criteria and rating system for short listing are:

Mandatory Requirements		Percentage
a) The consultancy service provider must be a National Privacy Commission (NPC) Accredited Institutional Privacy Trainer.		10%
Rating Scale		
<b>Compliance</b>		<b>Rate</b>
Complied		10%
Not Complied		Disqualified

<p>b) The consultancy service provider should have completed at least one contract in a government agency and another in a private company, providing data protection, compliance, and consultancy services, including the conduct of a Privacy Impact Assessment (PIA), within five (5) years from the date of bid submission and receipt.</p> <p>Bidders must submit certifications from previous clients regarding the conduct of PIAs.</p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>No. of Completed Contracts</th><th>Rate</th></tr> </thead> <tbody> <tr> <td>Has more than 5 completed contracts (including the mandatory requirement)</td><td>30%</td></tr> <tr> <td>Has 2 to 5 completed contracts (including the mandatory requirement)</td><td>20%</td></tr> <tr> <td><b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company</td><td>15%</td></tr> <tr> <td>No completed contract in a government agency or any other private company</td><td>Disqualified</td></tr> </tbody> </table>	No. of Completed Contracts	Rate	Has more than 5 completed contracts (including the mandatory requirement)	30%	Has 2 to 5 completed contracts (including the mandatory requirement)	20%	<b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company	15%	No completed contract in a government agency or any other private company	Disqualified	30%
No. of Completed Contracts	Rate										
Has more than 5 completed contracts (including the mandatory requirement)	30%										
Has 2 to 5 completed contracts (including the mandatory requirement)	20%										
<b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company	15%										
No completed contract in a government agency or any other private company	Disqualified										
<p>c) The consultancy service provider's processing systems and Data Protection Officer (DPO) should be registered with the NPC.</p> <p>Bidders must submit proof of registration, as well as evidence of their most recent Privacy Impact Assessment (PIA) and Privacy Management Program (PMP), Privacy Manual, and Breach Management guidelines and procedures.</p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>Compliance</th><th>Rate</th></tr> </thead> <tbody> <tr> <td>Complied</td><td>10%</td></tr> <tr> <td>Not Complied</td><td>Disqualified</td></tr> </tbody> </table>	Compliance	Rate	Complied	10%	Not Complied	Disqualified	10%				
Compliance	Rate										
Complied	10%										
Not Complied	Disqualified										



<p>d) Provided at least two (2) completed capacity-building activities on Data Privacy, including:</p> <ul style="list-style-type: none"> <li>• Training on and conduct of a Privacy Impact Assessment (PIA)</li> <li>• Training on and conduct of data breach drills</li> </ul> <p>Bidder must submit certifications from previous clients for capacity-building activities on Data Privacy.</p> <p><b>Rating Scale</b></p> <table border="1"> <thead> <tr> <th>No. of Training Conducted</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>More than 5</td> <td>25%</td> </tr> <tr> <td>3 - 5</td> <td>15%</td> </tr> <tr> <td>2</td> <td>10%</td> </tr> <tr> <td>Below 2</td> <td>Disqualified</td> </tr> </tbody> </table>	No. of Training Conducted	Rate	More than 5	25%	3 - 5	15%	2	10%	Below 2	Disqualified	25%
No. of Training Conducted	Rate										
More than 5	25%										
3 - 5	15%										
2	10%										
Below 2	Disqualified										
<p>e) Total number of technical personnel employed by the company (excluding non-technical personnel e.g. Human Resources, etc.)</p> <p><b>Please submit a list of technical positions and their corresponding number of personnel employed by the company.</b></p> <p><b>Rating Scale</b></p> <table border="1"> <thead> <tr> <th>No. of Technical Personnel</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>More than 10</td> <td>25%</td> </tr> <tr> <td>6 - 10</td> <td>15%</td> </tr> <tr> <td>5</td> <td>10%</td> </tr> <tr> <td>Below 5</td> <td>Disqualified</td> </tr> </tbody> </table>	No. of Technical Personnel	Rate	More than 10	25%	6 - 10	15%	5	10%	Below 5	Disqualified	25%
No. of Technical Personnel	Rate										
More than 10	25%										
6 - 10	15%										
5	10%										
Below 5	Disqualified										
<b>TOTAL</b>	<b>100%</b>										

**Passing rate: 50%**

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The CHR shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)*, using the following rating for the corresponding proposal:

**Technical Proposal = 80%**

**Financial Proposal = 20%**

The detailed criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

8. The contract shall be completed within the period of eleven (11) months from the issuance and actual receipt by the Consultant of the Notice to Proceed (NTP).
9. The CHR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**Bids and Awards Committee Secretariat**

Commission on Human Rights of the Philippines  
Procurement Division, General Administration Office  
3<sup>rd</sup> Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City  
Mobile No.: 0917-8571607 (globe)  
email Address: [procurement@chr.gov.ph](mailto:procurement@chr.gov.ph)  
CHR Website: [www.chr.gov.ph](http://www.chr.gov.ph)

Issued this 4<sup>th</sup> day of December 2024, Quezon City, Philippines.



**ONESIMO L. CUYCO**

Director IV, General Administration Office  
Chairperson, Bids and Awards Committee for Consulting Services,  
Infrastructure and Foreign Assisted Projects

## ***Section II. Eligibility Documents***

### **Notes on the Eligibility Documents**

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

### **1. Eligibility Criteria**

1.1 The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines; or
- (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract; Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based

on the contributions of each of the members of the joint venture as specified in their JVA.

- 1.2 When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3 If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4 Government owned or -controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the **Request for Expression of Interest** and Clause 5 for purposes of determining eligibility of prospective bidders:

- (a) Class "A" Documents –

### Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

### Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed 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, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
  - (ii.1) the name and location of the contract;
  - (ii.2) date of award of the contract;
  - (ii.3) type and brief description of consulting services;



- (ii.4) consultant's role (whether main consultant, sub consultant, or partner in a JV)
- (ii.5) amount of contract;
- (ii.6) contract duration; and
- (ii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, sub consultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### 3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

- 3.2. Prospective bidders shall prepare an original and two (2) copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

#### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL - ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the two (2) copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
  - (c) contain the name of the contract to be bid in capital letters;
  - (d) bear the name and address of the prospective bidder in capital letters;
  - (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
  - (f) bear the specific identification of this Project indicated in the **EDS**; and
  - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

#### **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the above mention address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.



## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes the submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## **7. Modification and Withdrawal of Eligibility Documents**

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn

eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.



## ***Section III. Eligibility Data Sheet***

### **Notes on the Eligibility Data Sheet**

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

## Eligibility Data Sheet

Eligibility Documents	
1.2	Procurement of Data Privacy Consulting Services Provided for the Commission on Human Rights
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the past five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Certificate of satisfactory completion or equivalent document issued by the client, in case of completed contracts.
0	Each prospective bidder shall submit <b>one (1) original and two (2) photocopies</b> of its eligibility documents.
(e)	Bids and Awards Committee for Consulting Services, Infrastructure and Foreign Assisted Projects
(f)	Procurement of Data Privacy Consulting Services Provided for the Commission on Human Rights
0	<p>The address for submission of eligibility documents is:</p> <p><b>Director ONESIMO L. CUYCO</b>  <i>Chairperson, Bids and Awards Committee for Consulting Services, Infrastructure and Foreign Assisted Projects (BAC-CSIFAP)</i>  <i>c/o Bids and Awards Committee Secretariat</i>  <i>Commission on Human Rights of the Philippines</i>  <i>Procurement Division, General Administration Office</i>  <i>3rd Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City</i>  <i>Mobile No.: 0917-8571607 (globe)</i>  <i>Email Address: <a href="mailto:procurement@chr.gov.ph">procurement@chr.gov.ph</a></i>  <i>CHR Website: <a href="http://www.chr.gov.ph">www.chr.gov.ph</a></i></p> <p>The <u>deadline for submission of eligibility documents</u> is on or before <b>1:00PM of December 13, 2024 at the 3rd Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City</b></p>
0	<p>The <u>place of opening of eligibility documents</u> is at the <b>PARDEC Building of CHR Office, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City.</b></p> <p>The <u>date and time of opening of eligibility documents</u> is at <b>2:00PM of December 13, 2024.</b></p>
0	THIS IS NOT APPLICABLE

The criteria and rating system for short listing are:

Mandatory Requirements	Percentage										
<p>a) The consultancy service provider must be a National Privacy Commission (NPC) Accredited Institutional Privacy Trainer.</p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>Compliance</th><th>Rate</th></tr> </thead> <tbody> <tr> <td>Complied</td><td>10%</td></tr> <tr> <td>Not Complied</td><td>Disqualified</td></tr> </tbody> </table>	Compliance	Rate	Complied	10%	Not Complied	Disqualified	10%				
Compliance	Rate										
Complied	10%										
Not Complied	Disqualified										
<p>b) The consultancy service provider should have completed at least one contract in a government agency and another in a private company, providing data protection, compliance, and consultancy services, including the conduct of a Privacy Impact Assessment (PIA), within five (5) years from the date of bid submission and receipt.</p> <p>Bidders must submit certifications from previous clients regarding the conduct of PIAs.</p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>No. of Completed Contracts</th><th>Rate</th></tr> </thead> <tbody> <tr> <td>Has more than 5 completed contracts (including the mandatory requirement)</td><td>30%</td></tr> <tr> <td>Has 2 to 5 completed contracts (including the mandatory requirement)</td><td>20%</td></tr> <tr> <td><b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company</td><td>15%</td></tr> <tr> <td>No completed contract in a government agency or any other private company</td><td>Disqualified</td></tr> </tbody> </table>	No. of Completed Contracts	Rate	Has more than 5 completed contracts (including the mandatory requirement)	30%	Has 2 to 5 completed contracts (including the mandatory requirement)	20%	<b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company	15%	No completed contract in a government agency or any other private company	Disqualified	30%
No. of Completed Contracts	Rate										
Has more than 5 completed contracts (including the mandatory requirement)	30%										
Has 2 to 5 completed contracts (including the mandatory requirement)	20%										
<b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company	15%										
No completed contract in a government agency or any other private company	Disqualified										

	<p>c) The consultancy service provider's processing systems and Data Protection Officer (DPO) should be registered with the NPC.</p> <p>Bidders must submit proof of registration, as well as evidence of their most recent Privacy Impact Assessment (PIA) and Privacy Management Program (PMP), Privacy Manual, and Breach Management guidelines and procedures.</p> <p>Rating Scale</p> <table border="1"> <tr> <th>Compliance</th><th>Rate</th></tr> <tr> <td>Complied</td><td>10%</td></tr> <tr> <td>Not Complied</td><td>Disqualified</td></tr> </table>	Compliance	Rate	Complied	10%	Not Complied	Disqualified	10%				
Compliance	Rate											
Complied	10%											
Not Complied	Disqualified											
	<p>d) Provided at least two (2) completed capacity-building activities on Data Privacy, including:</p> <ul style="list-style-type: none"> <li>• Training on and conduct of a Privacy Impact Assessment (PIA)</li> <li>• Training on and conduct of data breach drills</li> </ul> <p>Bidder must submit certifications from previous clients for capacity-building activities on Data Privacy.</p> <p>Rating Scale</p> <table border="1"> <tr> <th>No. of Training Conducted</th><th>Rate</th></tr> <tr> <td>More than 5</td><td>25%</td></tr> <tr> <td>3 - 5</td><td>15%</td></tr> <tr> <td>2</td><td>10%</td></tr> <tr> <td>Below 2</td><td>Disqualified</td></tr> </table>	No. of Training Conducted	Rate	More than 5	25%	3 - 5	15%	2	10%	Below 2	Disqualified	25%
No. of Training Conducted	Rate											
More than 5	25%											
3 - 5	15%											
2	10%											
Below 2	Disqualified											



	e) Total number of technical personnel employed by the company (excluding non-technical personnel e.g. Human Resources, etc.)  <b>Please submit a list of technical positions and their corresponding number of personnel employed by the company.</b>  Rating Scale		25%										
	<table border="1"> <thead> <tr> <th>No. of Technical Personnel</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>More than 10</td> <td>25%</td> </tr> <tr> <td>6 – 10</td> <td>15%</td> </tr> <tr> <td>5</td> <td>10%</td> </tr> <tr> <td>Below 5</td> <td>Disqualified</td> </tr> </tbody> </table>	No. of Technical Personnel	Rate	More than 10	25%	6 – 10	15%	5	10%	Below 5	Disqualified		
	No. of Technical Personnel	Rate											
	More than 10	25%											
	6 – 10	15%											
5	10%												
Below 5	Disqualified												
TOTAL		100%											
<i>Passing rate: 50%</i>													

## CHECKLIST OF ELIGIBILITY REQUIREMENTS

1. Eligibility documents Submission Form (Annex A)

Class "A" Documents

**Legal Documents**

2. PhilGeps Registration Platinum

**Technical Documents**

3. Statement of Ongoing and Completed Contracts (Annex C)

3.1 Certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract.

5. Statement of Consultant's Nationality (Annex B)

Financial Documents

6. Audited Financial Statements (AFS) for the year 2023

Class "B" Document

**Legal Documents**

7. If applicable, Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**ELIGIBILITY DOCUMENTS SUBMISSION FORM**

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for [Title of Project], [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

### STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the Commission on Human Rights, for the [Project Title] under [Reference No.], I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic entity bidder] That (Name of Bidder) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of Bidder) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of Country);

[If foreign entity bidder] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (Annex/es \_\_\_\_\_); and



4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Nos: \_\_\_\_\_



**Bidder's Company Letterhead****(NAME OF THE PROJECT AND IB NO.)**

Approved Budget for the Contract: \_\_\_\_\_

Statement of the prospective bidder of all its **ongoing and completed** 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, within the period of five (5) years on or before December 13, 2024.

The Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Whether Main Consultant, Subconsultant, or Partner in A JV)	Amount of Contract	Contract Duration	Certificate of Satisfactory Completion or Equivalent Document issued by the Client, in the case of a Completed Contract

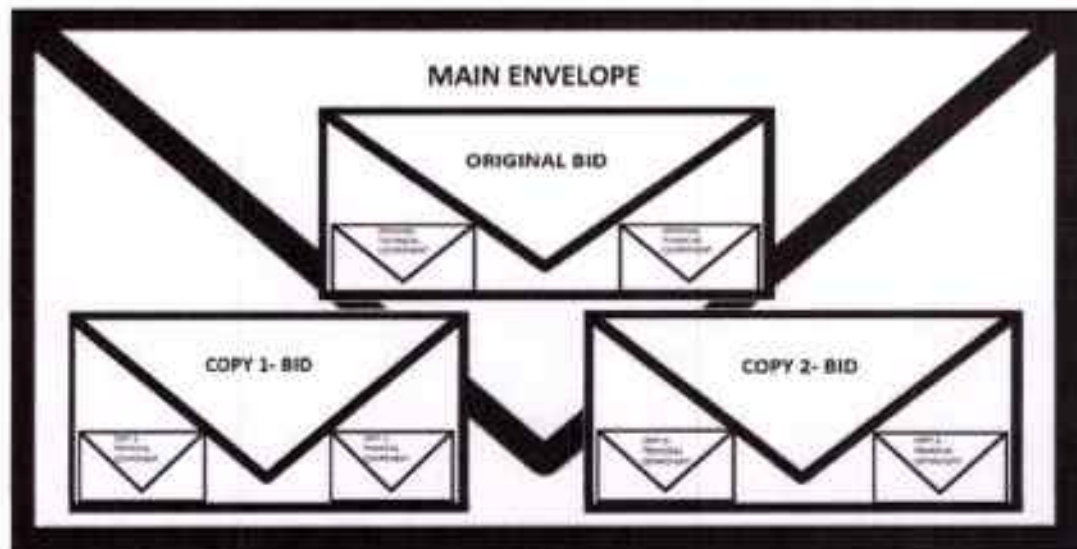
**CERTIFIED CORRECT:**

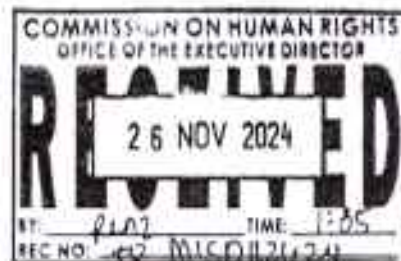
Authorized Representative \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## SKELETAL PERSPECTIVE OF A BIDDER'S ENVELOPE





COMMISSION ON HUMAN RIGHTS

Procurement  
Project

**Data Privacy Consulting Services Provided For the  
Commission on Human Rights**

Approved Budget  
for the Contract  
(ABC)

Three Million Five Hundred Thousand Pesos Only  
**(PhP 3,500,000.00)**, inclusive of VAT, travel, and  
operational expenses.

## I. RATIONALE AND OBJECTIVES

On August 15, 2012, President Benigno 'Noy' Aquino III signed into law the Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA). This Act mandates that all organizations collecting, holding, processing, or using personal information must comply with its requirements before engaging in such activities.

The DPA aims to strike a balance between facilitating the free flow of information to foster innovation and growth while safeguarding personal data within an organization's information and communications systems. In line with this, the National Privacy Commission (NPC) introduced the five (5) Pillars of Compliance, also referred to as the 'five (5) commandments' of data privacy, in January 2017. These pillars include: (1) Appointment of a Data Protection Officer; (2) Conduct of a Privacy Impact Assessment; (3) Establishment of a Privacy Management Program; (4) Implementation of Privacy and Data Protection Measures; and (5) Regular Exercise of Data Breach Reporting Procedures.

In line with the aforementioned goals, the Commission on Human Rights seeks a competent consultancy service provider to assist in DPA compliance. The provider will ensure that CHR upholds the data privacy rights of both internal and external stakeholders while fulfilling its mandate to protect, promote, and fulfill human rights for all Filipinos. Given the extensive personal information we handle and the constantly evolving threats to data security, it is imperative that the Commission swiftly complies with these requirements.

The objective of this procurement project is to acquire the services of a legitimate, reputable, and experienced Data Privacy Consultant. The consultant will consolidate and draft guidelines and forms for the CHR, including its Central Office, Regional Offices, and Sub-offices, to achieve compliance with the five pillars outlined in the Data Privacy Act of 2012. Additionally, the Consultant will ensure adherence to the requirements of the National Archives Law and other relevant legislation applicable to government offices and public records, as detailed in the subsequent description and scope of services.



## II. SCOPE OF SERVICES

1. Act as subject matter expert for data privacy.
  - Provide legal opinions, reviews, and recommendations to address data privacy concerns and inquiries.
2. Conduct Privacy Impact Assessments (PIAs) in accordance with ISO 29134, as outlined in NPC\_DASCO\_DSTSD\_AdopAd-V1.0, R0.0, dated July 09, 2021.<sup>1</sup>
  - a. Create an inventory of personal data processed by the Commission.
  - b. Provide assistance in identifying the Commission's data processing systems.
  - c. Identify risks, threats, and vulnerabilities in processes and/or technologies.
  - d. Provide recommendations to address identified vulnerabilities.
  - e. Prepare a PIA Report, including a Risk Assessment Report.
  - f. Conduct Privacy Gap Analysis and provide recommendations.
    - i. Evaluate, monitor, and audit the implementation of reasonable and appropriate organizational, physical, and technical measures.
    - ii. Conduct data privacy compliance monitoring at CHR offices as designated by the Data Protection Officer.
    - iii. Prepare guidelines for data privacy compliance.
    - iv. Develop guidelines for the preparation of process flows and/or technologies based on the principle of Privacy By Design
    - v. Identify gaps and provide recommendations following the implementation/roll-out of the Privacy Management Program (PMP) and Security Incident and Breach Management policy.
3. Creation of a Privacy Management Program (PMP).
  - Prepare a privacy manual, policies, notices, data-sharing agreements, and other required documents tailored to the context of CHR.
4. Data Breach Management (DBM)
  - a. Train the Data Security Team (DST), Data Review Committee (DRC), Data Privacy Enhancement Committee (DPEC), and Data Breach Response Committee (DBRC) on data and security breaches based on ISO 27001 and/or 27002:2022.
  - b. Prepare draft guidelines outlining, among others, the roles and responsibilities, as well as the appropriate actions expected from the DST, all its subcommittees, and their respective offices.
  - c. Develop a Security Incident and Breach Management policy and other necessary forms related thereto.
  - d. Conduct training sessions for CHR personnel on data breach procedures, facilitate breach drills, and prepare post-activity reports.

<sup>1</sup> For more information, see NATIONAL PRIVACY COMMISSION DATA SECURITY AND COMPLIANCE OFFICE Data Security and Technology Standards Division ADVISORY ON THE ADOPTION OF INTERNATIONAL DATA PROTECTION STANDARD NO. 2021-004.

- e. In cases of a data breach, assist the organization in implementing proper incident response procedures and ensuring compliance with mandatory requirements.
    - i. Prepare an action plan.
    - ii. Provide possible solutions.
  - f. Provide pointers to the Data Protection Enhancement Committee (DPEC) for the areas for improvement to prevent data breaches.
5. Data Privacy Training for the implementation of all compliance activities at the CHR Central and Regional Offices. Subject to the recommendation of the Data Privacy Officer, specialized training may be conducted for Committee Members. This training includes, but is not limited to, the following subjects: Threshold Analysis, Privacy Impact Assessments (PIA), Privacy Assessment of Data Requests, Preparation of Data Sharing Agreements, etc.
6. Review existing policies, processes, and forms.

### III. EXPECTED DELIVERABLES/OUTPUTS

Tranches	Deliverables
1	<p>Data Privacy Implementation Plan with a calendar of activities</p> <p>Conduct of Privacy Impact Assessment</p> <ul style="list-style-type: none"> <li>- CHR Personal Data Inventory</li> <li>- CHR Data Processing Systems</li> <li>- Progress Reports</li> <li>- PIA Report</li> </ul>
2	<p>Privacy Gap Analysis</p> <ul style="list-style-type: none"> <li>- Compliance monitoring report</li> <li>- Guidelines for the conduct of data privacy compliance</li> <li>- Guidelines for the preparation of process flows and/or technologies based on the principle of Privacy By Design</li> <li>- Post-implementation evaluation report (Privacy Gap Analysis report)</li> </ul> <p>Creation of a Privacy Management Program (PMP)</p> <ul style="list-style-type: none"> <li>- All agreed-upon documents outlined in the PMP and Privacy Manual</li> </ul>
3	<p>Data Breach Management (DBM)</p> <ul style="list-style-type: none"> <li>- Guidelines for the roles and responsibilities of the data breach response team members and their respective offices</li> <li>- Security Incident and Breach Management policy and other forms</li> <li>- Recommended actions for CHR to take in cases of a data breach</li> </ul>

*Handwritten signature/initials*



	<ul style="list-style-type: none"> <li>- Certificates for participants of data breach drills (Central Office, Regional Offices, Sub Offices)</li> </ul>
4	Data Privacy Training <ul style="list-style-type: none"> <li>- Certificates for participants (Central Office, Regional Offices, Sub Offices)</li> </ul>

Note: All deliverables are accompanied by a Certificate of Acceptance recommending approval by the end-user and approved by the Data Protection Officer.

#### IV. DURATION OF CONTRACT

The Data Privacy Consultancy Services shall be in effect for a period of Eleven (11) months from the acceptance of the Notice to Proceed.

#### V. MANDATORY TECHNICAL REQUIREMENTS FOR THE CONSULTANCY SERVICE PROVIDER (CONSULTING COMPANY)

- The consultancy service provider must be a National Privacy Commission (NPC) Accredited Institutional Privacy Trainer
- The consultancy service provider should have completed at least one contract in a government agency and another in a private company, providing data protection, compliance, and consultancy services, including the conduct of a Privacy Impact Assessment (PIA), within five (5) years from the date of bid submission and receipt.

Bidders must submit certifications from previous clients regarding the conduct of PIAs.

- The consultancy service provider's processing systems and Data Protection Officer (DPO) should be registered with the NPC.

Bidders must submit proof of registration, as well as evidence of their most recent Privacy Impact Assessment (PIA) and Privacy Management Program (PMP), Privacy Manual, and Breach Management guidelines and procedures.

- Provided at least two (2) completed capacity-building activities on Data Privacy, including:
  - Training on and conduct of a Privacy Impact Assessment (PIA)
  - Training on and conduct of data breach drills

Bidder must submit certifications from previous clients for capacity-building activities on Data Privacy.

#### VI. MANPOWER REQUIREMENTS

The proposed project team must be composed of experts and specialists as indicated in the table below. The roster must include a minimum of five

(5) distinct physical persons. In this respect, the persons' names and functions must be explicitly specified. However, the consultancy service provider has the option to add more personnel depending on its work strategy at no additional cost to CHR. The curriculum vitae of each project team member must be duly notarized.

Team members shall be carefully selected and their names should match those who will eventually work on the actual implementation of the project. Names of persons with impressive credentials but who will not work in the implementation of the project must not be included. Replacement of personnel is subject to the provisions specified in the Revised IRR of RA 9184 Sec. 33.3.

PERSONNEL	ROLE AND QUALIFICATIONS	MIN. NO.
Project Manager	<p>The person representing the consultancy service provider for issues and concerns about the contract &amp; project deliverables. May facilitate lectures/ seminars/ workshops.</p> <ul style="list-style-type: none"> <li>• Must hold ISO 27001 or 29100 certifications or be certified as Data Protection Officers-Accredited Compliance Evaluators (DPO-ACE) by the NPC.</li> <li>• Must be a Certified Information Privacy Manager (CIPM)</li> <li>• Must have managed at least one completed project in a government agency and another in a private company, providing data protection and privacy compliance services. This includes conducting a Privacy Impact Assessment (PIA), developing a Privacy Management Program, drafting a Privacy Manual, and training on and developing data breach procedures, all within five (5) years from the date of bid submission and receipt.</li> </ul>	1
Privacy Lawyer	<p>The person providing legal opinions, reviews, and recommendations to address data privacy concerns and inquiries. May facilitate lectures/ seminars/ workshops.</p> <ul style="list-style-type: none"> <li>• Must hold ISO 27001 or 29100 certifications or be certified as Data Protection Officers-Accredited Compliance Evaluators (DPO-ACE) by the NPC.</li> <li>• Must be a Certified Information Privacy Manager (CIPM)</li> </ul>	1



	<ul style="list-style-type: none"> <li>Must have managed at least one completed project in a government agency and another in a private company, providing data protection and privacy compliance services. This includes conducting a Privacy Impact Assessment (PIA), developing a Privacy Management Program, drafting a Privacy Manual, and training on and developing data breach procedures, all within five (5) years from the date of bid submission and receipt.</li> </ul>	
Information Systems Security Officer	<p>The expert in cyber security who will provide opinions, reviews, and recommendations to address data privacy concerns and inquiries related to information and communications technology. May provide technical support and/or administrative functions.</p> <ul style="list-style-type: none"> <li>Must hold ISO 27001 or 29100 certifications or be certified as Data Protection Officers-Accredited Compliance Evaluators (DPO-ACE) by the NPC.</li> <li>Must be a graduate of BS Computer Science/ BS Information Technology or equivalent</li> <li>Must be a Certified ISO 27001 Lead Implementor</li> </ul>	1
Team Members	<p>May provide technical support and/or administrative functions.</p> <ul style="list-style-type: none"> <li>Must hold ISO 27001 or 29100 certifications or be certified as Data Protection Officers-Accredited Compliance Evaluators (DPO-ACE) by the NPC.</li> <li>Must be a graduate of any Bachelors Degree</li> </ul>	2
	<b>TOTAL (minimum physical count)</b>	<b>5</b>

## VII. SHORTLISTING CRITERIA

Mandatory Requirements	Percentage						
<p>a) The consultancy service provider must be a National Privacy Commission (NPC) Accredited Institutional Privacy Trainer.</p> <p>Rating Scale</p> <table border="1"> <tr> <th>Compliance</th><th>Rate</th></tr> <tr> <td>Complied</td><td>10%</td></tr> <tr> <td>Not Complied</td><td>Disqualified</td></tr> </table>	Compliance	Rate	Complied	10%	Not Complied	Disqualified	10%
Compliance	Rate						
Complied	10%						
Not Complied	Disqualified						

4

<p>b) The consultancy service provider should have completed at least one contract in a government agency and another in a private company, providing data protection, compliance, and consultancy services, including the conduct of a Privacy Impact Assessment (PIA), within five (5) years from the date of bid submission and receipt.</p> <p>Bidders must submit certifications from previous clients regarding the conduct of PIAs.</p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>No. of Completed Contracts</th><th>Rate</th></tr> </thead> <tbody> <tr> <td>Has more than 5 completed contracts (including the mandatory requirement)</td><td>30%</td></tr> <tr> <td>Has 2 to 5 completed contracts (including the mandatory requirement)</td><td>20%</td></tr> <tr> <td><b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company</td><td>15%</td></tr> <tr> <td>No completed contract in a government agency or any other private company</td><td>Disqualified</td></tr> </tbody> </table>	No. of Completed Contracts	Rate	Has more than 5 completed contracts (including the mandatory requirement)	30%	Has 2 to 5 completed contracts (including the mandatory requirement)	20%	<b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company	15%	No completed contract in a government agency or any other private company	Disqualified	30%
No. of Completed Contracts	Rate										
Has more than 5 completed contracts (including the mandatory requirement)	30%										
Has 2 to 5 completed contracts (including the mandatory requirement)	20%										
<b>Mandatory Requirement:</b> 1 in government agency and 1 in any other private company	15%										
No completed contract in a government agency or any other private company	Disqualified										
<p>c) The consultancy service provider's processing systems and Data Protection Officer (DPO) should be registered with the NPC.</p> <p>Bidders must submit proof of registration, as well as evidence of their most recent Privacy Impact Assessment (PIA) and Privacy Management Program (PMP), Privacy Manual, and Breach Management guidelines and procedures.</p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>Compliance</th><th>Rate</th></tr> </thead> <tbody> <tr> <td>Complied</td><td>10%</td></tr> <tr> <td>Not Complied</td><td>Disqualified</td></tr> </tbody> </table>	Compliance	Rate	Complied	10%	Not Complied	Disqualified	10%				
Compliance	Rate										
Complied	10%										
Not Complied	Disqualified										

<p>d) Provided at least two (2) completed capacity-building activities on Data Privacy, including:</p> <ul style="list-style-type: none"> <li>• Training on and conduct of a Privacy Impact Assessment (PIA)</li> <li>• Training on and conduct of data breach drills</li> </ul> <p>Bidder must submit certifications from previous clients for capacity-building activities on Data Privacy.</p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>No. of Training Conducted</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>More than 5</td> <td>25%</td> </tr> <tr> <td>3 - 5</td> <td>15%</td> </tr> <tr> <td>2</td> <td>10%</td> </tr> <tr> <td>Below 2</td> <td>Disqualified</td> </tr> </tbody> </table>	No. of Training Conducted	Rate	More than 5	25%	3 - 5	15%	2	10%	Below 2	Disqualified	25%
No. of Training Conducted	Rate										
More than 5	25%										
3 - 5	15%										
2	10%										
Below 2	Disqualified										
<p>e) Total number of technical personnel employed by the company (excluding non-technical personnel e.g. Human Resources, etc.)</p> <p><b>Please submit a list of technical positions and their corresponding number of personnel employed by the company.</b></p> <p>Rating Scale</p> <table border="1"> <thead> <tr> <th>No. of Technical Personnel</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>More than 10</td> <td>25%</td> </tr> <tr> <td>6 - 10</td> <td>15%</td> </tr> <tr> <td>5</td> <td>10%</td> </tr> <tr> <td>Below 5</td> <td>Disqualified</td> </tr> </tbody> </table>	No. of Technical Personnel	Rate	More than 10	25%	6 - 10	15%	5	10%	Below 5	Disqualified	25%
No. of Technical Personnel	Rate										
More than 10	25%										
6 - 10	15%										
5	10%										
Below 5	Disqualified										
<b>TOTAL</b>	<b>100%</b>										

**Passing rate: 50%**

#### **VIII. TECHNICAL EVALUATION CRITERIA** (Annex A)

#### **IX. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) for the project is Three Million Five Hundred Thousand Pesos Only (Php 3,500,000.00) inclusive of all existing and applicable government taxes and charges.



## X. PROPOSED TERMS OF PAYMENT

The CHR, upon written request of the consultancy service provider, shall pay the mobilization fee in an amount equal to Fifteen Percent (15%) of the total contract price. The mobilization fee shall be made only upon submission of the consultancy service provider and acceptance by the CHR of the written request, Irrevocable Standby Letter of Credit / Security Bond / Bank Guarantee issued by a surety or insurance company duly accredited by the Insurance Commission and confirmed by the CHR. Recoupment of the mobilization fee shall be equally deducted from the first three (3) tranches of payment.

Tranches	Deliverables	Progress Payment
1	Data Privacy Implementation Plan with a calendar of activities  Conduct of Privacy Impact Assessment <ul style="list-style-type: none"><li>- CHR Personal Data Inventory</li><li>- CHR Data Processing Systems</li><li>- Progress Reports</li><li>- PIA Report</li></ul>	35%
2	Privacy Gap Analysis <ul style="list-style-type: none"><li>- Compliance monitoring report</li><li>- Guidelines for the conduct of data privacy compliance</li><li>- Guidelines for the preparation of process flows and/or technologies based on the principle of Privacy By Design</li><li>- Post-implementation evaluation report (Privacy Gap Analysis report)</li></ul> Creation of a Privacy Management Program (PMP) <ul style="list-style-type: none"><li>- All agreed-upon documents outlined in the PMP and Privacy Manual</li></ul>	35%
3	Data Breach Management (DBM) <ul style="list-style-type: none"><li>- Guidelines for the roles and responsibilities of the data breach response team members and their respective offices</li><li>- Security Incident and Breach Management policy and other forms</li><li>- Recommended actions for CHR to take in cases of a data breach</li><li>- Certificates for participants of data breach drills (Central Office, Regional Offices, Sub Offices)</li></ul>	20%
4	Data Privacy Training <ul style="list-style-type: none"><li>- Certificates for participants (Central Office, Regional Offices, Sub Offices)</li></ul>	10%



Payment will be processed after the submission and acceptance of the completed deliverables and receipt of the Statement of Account (SOA) subject to a reduction of applicable government taxes and charges.

#### **XI. MODE OF PROCUREMENT**

The mode shall be via Public Bidding based on the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

#### **XII. OWNERSHIP, CONFIDENTIALITY, AND PRIVACY OF DATA**

To ensure the security, confidentiality, and privacy of all personal data entrusted to the Commission which may be rendered vulnerable to unauthorized processing throughout the duration of this project, the Selected Bidder must have the following requirements prior to their engagement with the Commission. To wit:

1. Data Protection Officer registered to the National Privacy Commission;
2. Data privacy policies and manuals;
3. Data breach response team and protocols;
4. Signing of a Data Sharing Agreement (DSA) with the CHR; and
5. Signing of Non-Disclosure Agreements (NDA) by all personnel that will be involved in the project;

Furthermore, the Selected Bidder shall be made aware and comply with the following throughout their engagement with the CHR, to wit:

1. Should the Selected Bidder require personal data for implementation of the project, they shall only be provided with dummy data to minimize potential liability to both parties;
2. All records provided by the CHR personnel are owned by the CHR and shall only be processed with explicit documented instructions from CHR;
3. The Selected Bidder shall abide by the provisions stipulated in the Data Privacy Act of 2012.

f