



**Republika ng Pilipinas**  
**Lungsod Quezon**

**BIDS AND AWARDS COMMITTEE – GOODS & SERVICES**

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City  
8988-4242 local 8712 / 8710 / 8709  
[baggoods.procurement@quezoncity.gov.ph](mailto:baggoods.procurement@quezoncity.gov.ph)



**BID BULLETIN NO. 02-2025**  
**Series of 2025**

Notice is hereby given to all concerned bidders for the following Projects  
scheduled for Public Bidding on **March 04, 2025**, viz:

**PROJECT NAME: SUPPLY, TESTING, AND COMMISSIONING OF OCCUPATIONAL PERMIT SYSTEM ENHANCEMENT (OPSE) FOR THE QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT - PHASE 4**  
**PROJECT NUMBER: CAO(BPLD)-25-IT-0272**

FROM	TO
<p><b>Bid Data Sheet 21.2</b> <b>Section VIII. Checklist of Technical and Financial Documents III.2</b></p> <p><b>2. Notarized Affidavit of Undertakings with Project Number and Project Title stating compliance to the following:</b></p> <ol style="list-style-type: none"> <li>The service provider shall guarantee that the system shall abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected.</li> <li>The service provider must have their own headcount of software developers.</li> <li>The service provider must have their own support staff to conduct support tasks for the project such as system administrators and quality assurance testers.</li> <li>The service provider will provide the equivalent of three (3) total hours of training necessary for the proper usage of the software system inclusive of system manuals to at least two (2) users of the system as well as one (1) ITDD personnel.</li> </ol>	<p><b>Bid Data Sheet 21.2</b> <b>Section VIII. Checklist of Technical and Financial Documents III.2</b></p> <p><b>2. Notarized Affidavit of Undertakings with Project Number and Project Title stating compliance to the following:</b></p> <ol style="list-style-type: none"> <li>The service provider shall guarantee that the system shall abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected.</li> <li>The service provider must have their own headcount of software developers.</li> <li>The service provider must have their own support staff to conduct support tasks for the project such as system administrators and quality assurance testers.</li> <li>The service provider will provide the equivalent of three (3) total hours of training necessary for the proper usage of the software system inclusive of system manuals to at least two (2) users of the system as well as one (1) ITDD personnel.</li> <li><b>The service provider shall guarantee that industry-standard measures are implemented to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.</b></li> </ol> <ul style="list-style-type: none"> <li><b>With Revised Terms of Reference</b></li> </ul> <p>Additional Requirement:</p> <p><b>Sworn Declaration and Undertaking for Registration of Data Processing Systems (please see attached prescribed format)</b></p>

**PROJECT NAME: SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, AND TESTING OF THE E-HABILIN PROGRAM FOR OVERSEAS FILIPINO WORKERS (OFW) DEPENDENTS OF QUEZON CITY**  
**PROJECT NUMBER: CAO(PESO)-25-IT-0273**

<p><b>Bid Data Sheet 21.2</b> <b>Section VIII. Checklist of Technical and Financial Documents III.2</b></p> <p>Additional Requirement:</p> <ul style="list-style-type: none"> <li><b>Sworn Declaration and Undertaking for Registration of Data Processing Systems (please see attached prescribed format)</b></li> </ul>
---

Handwritten initials and date: *AP 08*



**Republika ng Pilipinas**  
**Lungsod Quezon**

**BIDS AND AWARDS COMMITTEE – GOODS & SERVICES**

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City  
8988-4242 local 8712 / 8710 / 8709  
[bacgoods.procurement@quezoncity.gov.ph](mailto:bacgoods.procurement@quezoncity.gov.ph)



**PROJECT NAME: SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF THE OFFICIAL VIOLATION RECEIPT (OVR) MOBILE APPLICATION, AND MAINTENANCE AND UPGRADE OF THE UNIFIED ORDINANCE VIOLATION REPORT ONLINE ENCODING SYSTEM**

**PROJECT NUMBER: CAO(TTMD)-25-IT-0275**

**Bid Data Sheet 21.2**

**Section VIII. Checklist of Technical and Financial Documents III.2**

Additional Requirement:

- **Sworn Declaration and Undertaking for Registration of Data Processing Systems (please see attached prescribed format)**

**PROJECT NAME: SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE QUEZON CITY ONLINE PET REGISTRATION AND VACCINATION SYSTEM**

**PROJECT NUMBER: CAO(VET)-25-IT-0274**

**Bid Data Sheet 21.2**

**Section VIII. Checklist of Technical and Financial Documents III.2**

Additional Requirement:

- **Sworn Declaration and Undertaking for Registration of Data Processing Systems (please see attached prescribed format)**

Please be guided accordingly.

By: **BIDS AND AWARDS COMMITTEE – GOODS AND SERVICES**

  
**MS. MA. MARGARITA S. MEJIA, DPA**  
Chairperson

Republic of the Philippines )  
City of \_\_\_\_\_ ) S.S.

**SWORN DECLARATION AND UNDERTAKING  
FOR REGISTRATION OF DATA PROCESSING SYSTEMS**

I [Name of Data Protection Officer/Authorized Representative], of legal age, and with office address at [Address of Company representing], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the [Data Protection Officer ("DPO") or Authorized Representative] of [Name of COMPANY] with the following contact details:
  - a. Office Address: \_\_\_\_\_;
  - b. DPO Name: (if through Authorized Representative);
  - c. DPO Email Address: \_\_\_\_\_; and
  - d. Contact Number: \_\_\_\_\_;
2. I am duly authorized to issue this Sworn Declaration and Undertaking on behalf of [COMPANY] as manifested in the attached [proof of authority such as a Board Resolution embodied in a Secretary's Certificate];
3. \_\_\_[Company] is a registered corporation in the Securities and Exchange Commission (SEC) that deals with software development and **Information Technology** (IT)-related services;
4. \_\_\_[Company] intends to participate in the Quezon City Local Government bidding of \_\_\_\_\_ (Project);
5. In compliance **with** Section 24 of the Data Privacy Act of 2012, I warrant that for the duration of the Project, it has a valid Certificate of Registration and/or undertakes to secure a valid Certificate of Registration from the National Privacy Commission (NPC) within the timelines provided under NPC Circular No. 2022-04, as the case may be, for its personal data processing system;
6. **I undertake that [Company] shall comply with orders of the Commission requiring the submission of additional documents and other relevant information in compliance with its registration requirements and that failure to comply with such orders will be subject to fines and other applicable penalties;**
7. **I further undertake that failure of the [Company] to comply with Data Processing Registration will allow the Quezon City Local Government to take appropriate legal actions and may result in the suspension or revocation of any project awarded to [Company].**

8. I am executing this Sworn Declaration and Undertaking to attest to the truth of the foregoing statements and to comply with the requirements of the Data Privacy Act, its Implementing Rules and Regulations, and other relevant issuances of the National Privacy Commission.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

[Name of Data Protection Officer/Authorized Representative]  
**Affiant**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ Affiant exhibiting to me a competent proof of identity \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC

Doc No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2025.