

# **PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT**

## **PHILGEPS PRIVACY NOTICE**

We value your privacy and personal data. Thus, we would like you to know that the personal information we will collect from you will be kept safe and secured.

This Privacy Notice applies to personal information we, the Philippine Government Electronic Procurement System (PhilGEPS) of the Procurement Service – Department of Budget and Management (PS-DBM), collect, use, protect, share, and store in relation to government procurement activities.

### **What We May Collect From You**

PhilGEPS collects personal information for lawful purposes only, with consent of data subjects, connected with our activities under Republic Act No. 9184, otherwise known as The Government Procurement Reform Act, its Implementing Rules and Regulations (IRR), and other relevant issuances.

In this regard, for merchants who participate in government procurement activities, the following personal information may be collected from you:

- Company profile, including name, address, business license, permits and other relevant documents;
- Contact details and other personal information that may be necessary;
- Financial information (such as audited Financial Statements, income, expenses, balances, investments, tax, insurance, etc.);
- Ongoing, awarded, and finished contracts containing your personal information; and
- Specimen signature

For government procuring entities and observers, the following personal information may be collected from you:

- Organization profile, including name, address, and other relevant information;
- Contact details and other personal information that may be necessary; and
- Specimen signature

### **How We Use Your Information**

PhilGEPS only uses and discloses personal information in accordance with existing laws and regulations such as Republic Act No. 10173, or the Data Privacy Act of 2012. Personal information may be used and/ or disclosed for lawful purpose

connected with our activities, under Republic Act No. 9184, otherwise known as The Government Procurement Reform Act, its Implementing Rules and Regulations (IRR), and other relevant issuances, such as, but not limited to:

- Processing merchant certificate of registration to participate in all government procurement activities;
- Approving merchant request for an account on the Philippine Government Electronic Procurement System (PhilGEPS);
- Approving government agency or observer request for an account on the Philippine Government Electronic Procurement System (PhilGEPS);
- Conducting pre-procurement activities;
- Conducting procurement activities;
- Coordinating with client-agencies, prospective bidders, or contractors, including sending information electronically;
- Coordinating with third parties to verify information submitted in relation to procurement activities;
- Publishing blacklisted merchants, in coordination with the Government Procurement Policy Board (GPPB), in the PhilGEPS website;
- Preventing fraud or potentially illegal activities in the procurement process;
- Generating report relevant to potential fraud or illegal activities in the procurement process; and
- Establishing, exercising, or defending legal claims

### **How We Share Your Information**

As the government promotes transparency and accountability in all its procurement activities, your personal information may be viewed by bidders/suppliers, government agencies, and observers who are registered in the PhilGEPS portal.

Personal information may also be disclosed to law enforcement authorities for purposes allowed under the Data Privacy Act of 2012.

### **How We Protect Your Information**

To ensure that the personal information collected from you are secured from unwarranted access, only authorized personnel, such as the staff of our Customer Service, the end-users, as well as other procurement entities registered in the PhilGEPS portal, are allowed to view merchant information in the PhilGEPS portal. However, only personnel who are directly involved in the bidding activities are allowed to handle personal information.

### **How Long Do We Store the Information**

All personal information collected shall be retained until necessary in the performance of the PS-DBM activities or in accordance with the guidelines of the National Archives of the Philippines.

For winning bidders, bidding proposals containing your personal information are kept and secured by the authorized personnel until the completion of your projects and programs.

### **Effectivity of the Privacy Notice**

This Privacy Notice is effective from 18 June 2021 and will remain in effect unless otherwise amended by PS-DBM.

### **Do you have complaints, concerns, or questions?**

The PS-DBM respects and values the data privacy rights of its clients and shall ensure that its compliance with the Data Privacy Act of 2012 and its IRR.

If you have any concerns or questions regarding the collection and processing of your personal information, please contact [dpis@ps-philgeps.gov.ph](mailto:dpis@ps-philgeps.gov.ph).

Thank you!

## **PHILGEPS DISCLAIMER**

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the PhilGEPS. The system only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.