



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "**Subscription of Secure Socket Layer (SSL) Certificate**" for FY 2020, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : Subscription of Secure Socket Layer (SSL) Certificate
- Approved Budget for the Contract (ABC):** Sixty-Two Thousand Pesos (P62, 000.00)
- Specifications** : See the attached Annex "B" for the Technical Specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : Within twelve (12) hours from the issuance Notice to Proceed (See Annex "B")

Interested suppliers are required to submit their valid and current Mayor's Permit, PhilGEPS Registration Number and Omnibus Sworn Statement, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **January 29, 2020** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano St.,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Subscription of Secure Socket Layer (SSL) Certificate	<ul style="list-style-type: none"> ▪ See Annex "B" for the Technical Specifications 	1	lot	

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative_____
Name of Company_____
Contact No.

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Subscription of Secure Socket Layer (SSL) Certificate

II. OBJECTIVE

To be able to protect sensitive/confidential information as it transfer between servers and web browsers. And to provide a verified identity that will protect the integrity of DBM's information systems.

III. DURATION OF THE CONTRACT

The contract for the Subscription of SSL Certificate shall be two years from issuance of the SSL Certificate Provider.

IV. SPECIFICATIONS

4.1 SSL Certificates with the following features:

4.1.1 Four (4) certificates for Domain Validation SSL Certificate that will secure the following Fully Qualified Domain Names (FQDN):

- **uacs.gov.ph**
- **gqmc.gov.ph**
- **open.gov.ph**
- **dime.gov.ph**

4.1.2 **One (1) certificate for Organizational Validation Wildcard SSL Certificate** that will secure the entire domain and unlimited numbers of first-level subdomain with a single, flexible certificate.

4.1.3 The Certificates that will be issued should be accepted by all major browsers.

4.1.4 Must be created for key exchange, exportable to a Personal Information Exchange format (.pfx file).

4.1.5 Must match the domain used to access the cloud service.

4.1.6 It should come with free unlimited reissues.

4.2 Technical Specifications:

4.2.1 Standard X.509 certificates

4.2.2 Symmetric 256-bit encryption

4.2.3 RSA public-key with SHA-2 algorithm (supports hash functions: 256, 384, 512)

4.2.4 Elliptic-Curve Cryptography (ECC) public-key (supports hash functions: 256 and 384)

4.2.5 Supports 2048-bit public key encryption

V. SCOPE OF WORK

5.1 The CONTRACTOR should deliver the SSL Certificates through email or new account created by the SSL Provider within twelve (12) hours from the issuance of Notice to Proceed (NTP).

A Certificate of Acceptance shall be issued by the Director of Information and Communication Technology Systems Service (ICTSS).

5.2 The CONTRACTOR shall provide/render eight hours a day, five days a week (8x5) technical support service the can be delivered in a form of telephone call, electronic mail and/or on-site support.

VI. SERVICE LEVEL AGREEMENT

6.1 DBM shall maintain a Service Level Agreement (SLA) with the CONTRACTOR, with provisions for liquidated damages for their non-compliance.

Component	Description	Liquidated Damages
Delivery	The CONTRACTOR should deliver the SSL Certificates through email or new account created by the SSL Provider within twelve (12) hours from the issuance of Notice to Proceed (NTP).	One percent (1%) of the total contract price shall be deducted for every day of delay.

VII. WARRANTIES OF THE CONTRACTOR

7.1 The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this Technical Specifications.

7.2 The CONTRACTOR warrants, represents and undertakes reliability of the services and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the DBM. It shall employ well-behaved and honest employees with ID displayed conspicuously while working within the compound.

7.3 The CONTRACTOR's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.

7.4 The CONTRACTOR shall coordinate with the authorized and/or designated DBM personnel in the performance of their jobs.

7.5 The CONTRACTOR shall be liable for loss, damage or injury due directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and the DBM shall be specifically released from any and all liabilities arising therefrom.

7.6 The CONTRACTOR shall neither assign, transfer, pledge, nor sub-contract any part or interest therein.

7.7 The CONTRACTOR shall guarantee that there should be to mis-issue certificate.

VIII. CONFIDENTIALITY OF DATA

8.1 All project personnel of CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA).

8.2 The CONTRACTOR agrees to hold the Proprietary Information in strict confidence. The CONTRACTOR furthermore agrees not to reproduce, translate or disclose the Proprietary Information to 3rd parties without prior written approval of the DBM.

IX. TERMS OF PAYMENT

9.1 The CONTRACTOR shall be paid one-time payment for the Subscription of SSL Certificate Licenses upon delivery of said certificates as specified in section 5.1 of the Technical Specifications and from the submission of the documentary requirements such as, but not limited to the following:

9.1.1 Statement of Account/ Billing Invoice/ Sales Invoice.

9.1.2 Certificate of Acceptance issued by the Director of Information and Communication Technology Systems Service (ICTSS).

9.2 No advance payment shall be made as provided for in Section 88 of PD 1445.

X. PRE-TERMINATION OF CONTRACT

10.1 The contract for the Subscription of SSL Certificate may be pre-terminated by the DBM for any violation of the terms of the contract. In case of pre-termination, the CONTRACTOR shall be informed by the DBM thirty (30) days prior to such pre-termination.

10.2 In case of pre-termination, the CONTRACTOR shall be liable to an additional liquidated damages equivalent to one percent (1%) of the contract price as provided by the Government Accounting Manual (GAM) and forfeiture of the Performance Security.

10.3 The DBM shall have the right to blacklist the CONTRACTOR in case of pre-termination.

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date



**CHECKLIST OF ELIGIBILITY AND TECHNICAL
DOCUMENTS FOR SUBMISSION**

Class "A" Documents

(1) Legal Documents

- PhilGEPS Registration Number
- Mayor's/ Business Permit
Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
- Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) Technical Documents

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.

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 of *[Name of Bidder]* with office address at *[address of Bidder]*;

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

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* 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 Bidder]* 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: I am 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 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;

7. [Name of Bidder] complies with existing labor laws and standards;

8. [Name of Bidder] 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]; and

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]

[JURAT]