



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
General Solano Street, San Miguel, Manila

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**REQUEST FOR QUOTATION**

The **Department of Budget and Management (DBM)** – Bids and Awards Committee (BAC) through its **Administrative Service - Procurement Management Division**, 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 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than July 28, 2020, 2:00 P.M.** at the Administrative Service, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at [mcadiz@dbm.gov.ph](mailto:mcadiz@dbm.gov.ph).

A copy of your **2020 Business/Mayor's Permit<sup>1</sup>** and **PhilGEPS Registration Number** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement<sup>2</sup>** shall also be required prior to award.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at [mcadiz@dbm.gov.ph](mailto:mcadiz@dbm.gov.ph).

  
**JOYCE D. LABAO**

OIC- Chief Administrative Officer,  
Procurement Management Division

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<sup>1</sup> In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

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

Name of Company: \_\_\_\_\_

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

Name of Store/Shop: \_\_\_\_\_

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

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Bidder's must state here either "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

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

<b>Subscription of Secure Socket Layer (SSL) Certificate</b>			
<b>TECHNICAL SPECIFICATIONS</b>	<b>Quantity</b>	<b>Bidder's Statement of Compliance</b>	<b>Unit Price</b>
See attached Annex "A" for the Technical Specifications.	1 lot		

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

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date to the project site.

<b>Subscription of Secure Socket Layer (SSL) Certificate</b>	
<b>SCHEDULE OF REQUIREMENTS</b>	<b>Delivery Schedule</b>
See attached Annex "A."	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>Subscription of Secure Socket Layer (SSL) Certificate</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Eighty-Six Thousand Pesos (PhP86,000.00)</b>	In words: _____ _____ _____  In figures: _____ _____ _____

**Payment Details:**

<i>Banking Institution:</i> _____
<i>Account Number:</i> _____
<i>Account Name :</i> _____
<i>Branch:</i> _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

## TECHNICAL SPECIFICATIONS

### I. PROJECT TITLE

Subscription of Secure Socket Layer (SSL) Certificate

### II. OBJECTIVE

To be able to protect sensitive/confidential information as it transfers between servers and web browsers and to provide a verified identity that will protect the integrity of the Budget and Treasury Management System (BTMS).

### III. DURATION OF THE CONTRACT

The contract for the Subscription of SSL Certificate shall be two (2) years from issuance of the SSL Certificate Provider.

### IV. SPECIFICATIONS

4.1 SSL Certificates with the following features:

4.1.1 **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.

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

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

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

4.1.5 It should come with free unlimited reissues.

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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 no mis-issued certificate.

**VIII. CONFIDENTIALITY OF DATA**

8.1 All project personnel of CONTRACTOR shall be required to sign a NonDisclosure 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