



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

REQUEST FOR QUOTATION

No. 26-001


The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Renewal of Secure Socket Layer (SSL) Certificate Subscription**" for FY 2026 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

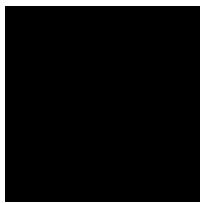
Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions) and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than January 26, 2026, 12:00 Noon** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your **2025 Business or Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (NGPA GPPB-prescribed forms), and Income/Business Tax Return (for ABC's above Php 500k)**¹ within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.²

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


AARON ALBERTO A. ESCALONA
Director III, and Concurrent
Chief Administrative Officer



¹ Manually filed tax returns or filed through EFPS

² Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

ANNEX "A"

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (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.

Sir/Madam:

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:




TECHNICAL SPECIFICATIONS

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

2. Bidders must state **"Comply"** or any equivalent term in the column **"Bidder's Statement of Compliance"** against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
One (1) Lot Renewal of Secure Socket Layer (SSL) Certificate Subscription					
1.	Subscription Period <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 3.0)</i>	1 lot			
2.	Specifications and Scope of Work <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 4.0)</i>				
3.	Service Level Agreement <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 5.0)</i>				
4.	Warranties of the Service Provider <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 6.0)</i>				
5.	Confidentiality of Data <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 7.0)</i>				
6.	Terms of Payment <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 8.0)</i>				

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


SCHEDULE OF REQUIREMENTS				
Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
1.	Licenses and support for the SSL Certificates through email or a new account created by the provider <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 4.0)</i>	N/A	February 11, 2026 to February 10, 2028	_____ 
2.	Pre-implementation Meeting with DBM Representatives <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 4.3)</i>		Within three (3) calendar days from the receipt of the Notice to Proceed (NTP)	_____ 
3.	Identification of Technical Staff Assigned for the Project <i>(See Attached Annex "C" for the Detailed Technical Specifications, Item 6.8)</i>		Within five (5) calendar days after the conduct of the Pre-implementation meeting	_____ 


FINANCIAL OFFER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Ninety-Five Thousand Pesos Only (Php195,000.00)	In words: _____ _____ _____ _____
	In figures: _____ _____ _____


<u>PAYMENT DETAILS</u>	
<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice an upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	





CONFORME:

_____ 
 Signature over Printed Name
 (Authorized Representative)

_____ 
 Position/Designation

_____ 
 Office Telephone No.

_____ 
 Fax/Mobile No.

_____ 
 Email Address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) *calendar days* from the date of submission of quotation.
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 the 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 DBM 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 government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.

12. 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 **may** 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.

13. In compliance with Section 3(a) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:
 - a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of Award and Acceptance;
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name
(Authorized Representative) ←

Position/Designation ←

Office Telephone No. ←

Fax/Mobile No. ←

Email Address/es ←

DETAILED TECHNICAL SPECIFICATIONS

1.0 PROJECT TITLE

Renewal of Secure Socket Layer (SSL) Certificate

2.0 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 Department of Budget and Management (DBM) Information Systems.

3.0 SUBSCRIPTION PERIOD

The Secure Socket Layer (SSL) Certificate Subscription shall cover the period of February 11, 2026, to February 10, 2028.

4.0 SPECIFICATIONS AND SCOPE OF WORK

4.1 The service provider shall provide licenses and support for the following SSL Certificates through email or a new account created by the SSL Provider on February 11, 2026:

4.1.1 Six (6) certificates for Domain Validation SSL Certificate that will secure the following Fully Qualified Domain Names (FQDN):

- btms.gov.ph
- uacs.gov.ph
- gqmc.gov.ph
- open.gov.ph
- dime.gov.ph
- pfm.gov.ph

4.1.2 Two (2) certificates for Organizational Validation Wildcard SSL Certificate that will secure the entire domain and unlimited numbers of the first-label subdomain with a single, flexible certificate.

- dbm.gov.ph
- ifmis.gov.ph

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 SSL Certificates must have the following 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

4.3 The service provider shall conduct a pre-implementation meeting with DBM representatives within three (3) calendar days from the receipt of NTP so that all the necessary preparations and other implementation matters are discussed and finalized.

- 4.4 During the subscription period, the service provider shall provide/render technical support services for eight (8) hours a day, five (5) days a week, excluding holidays. These services shall include incident management, problem management, and the fulfillment of service requests. Technical support can be delivered in the form of a telephone call, electronic mail, and/or on-site support as requested by DBM - Information and Communications Technology Systems Service (ICTSS).

Problems reported during the subscription period shall be resolved to the satisfaction of the DBM within four (4) hours from receipt of the report.

- 4.5 A Certificate of Acceptance shall be issued by the ICTSS Director once all the requirements are fully met by the service provider.

5.0 SERVICE LEVEL AGREEMENT

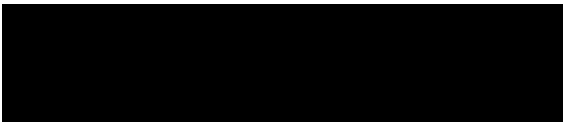
The DBM shall maintain a Service Level Agreement with the service provider, with provisions for liquidated damages as indicated below for their non-compliance. Liquidated damages shall be charged against any money due, or which may become due to the service provider or collected from any securities or warranties posted by the service provider.

Component	Description	Liquidated Damages
Subscription of SSL Certificate	The contracted shall provide a subscription for eight (8) SSL Certificates covering the period of February 11, 2026, to February 10, 2028.	1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.
Technical Support	During the subscription period, the service provider shall provide/render technical support services for eight (8) hours a day, five (5) days a week, excluding holidays. These services shall include incident management, problem management, and the fulfillment of service requests. Technical support can be delivered in the form of a telephone call, electronic mail, and/or on-site support as requested by DBM - ICTSS.	1/10th of 1% of the cost of undelivered portion shall be imposed per day of delay.

6.0 WARRANTIES OF THE SERVICE PROVIDER

For the subscription of the licenses and support, the warranties shall include the following:

- 6.1 The service provider warrants that it shall strictly conform to the terms and conditions of this Detailed Technical Specifications.
- 6.2 The service provider warrants that the technical staff assigned are qualified to provide the deliverables required to the satisfaction of the DBM.
- 6.3 The service provider shall secure, maintain at its own expense all registration, licenses, or permits required by national or local laws and shall comply with the rules, regulations, and directives of regulatory authorities and Commissions.
- 6.4 The service provider's technical staff assigned to support DBM 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.
- 6.5 The service provider's technical staff assigned to support DBM shall coordinate with the ICTSS in the implementation of this project.



- 6.6 The service provider shall be liable for loss, damage, or injury caused directly or indirectly through the fault or negligence of its technical staff assigned. It shall assume full responsibility therefore and the DBM shall be fully released from any liability arising therefrom.
- 6.7 The service provider shall neither assign, transfer, pledge, nor subcontract any part of or interest in the contract being bid out.
- 6.8 The service provider shall identify the technical staff who will be authorized to access and operate the project within five (5) calendar days after the conduct of the Pre-Implementation meeting. The DBM, through the ICTSS, shall be notified by a formal notice within five (5) calendar days of any change or replacement of assigned technical staff.
- 6.9 In order to assure that manufacturing defects shall be corrected by the suppliers, a warranty security shall be required from the supplier for a minimum period of three (3) months, in case of expendable supplies, or a minimum period of one (1) year, in case of non-expendable supplies, after acceptance of the DBM of the delivered goods.
- 6.10 The obligation for the warranty shall be covered by either a retention money in an amount equivalent to one percent (1%) of every progress payment, or a special bank guarantee equivalent to one percent (1%) of the total contract price. The said amount shall be released after the lapse of the warranty period, or, in the case of expendable supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

7.0 CONFIDENTIALITY OF DATA

- 7.1 All project personnel or technical staff of the service provider, including any replacements or changes in personnel, shall be required to sign a Non-Disclosure Agreement (NDA). The service provider agrees to hold all the foregoing information in strict confidence. The service provider further agrees not to produce or disclose any confidential information to third parties without prior written approval of the DBM. The DBM Enterprise Network System, its components, parts and all products, product samples and specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.

8.0 TERMS OF PAYMENT

- 8.1 One-time payment shall be made subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:
 - 8.1.1 Proof of Secure Socket Layer (SSL) Certificate Subscription
 - 8.1.2 Sales Invoice/Billing Statement
 - 8.1.3 Certificate of Acceptance issued by the ICTSS Director
 - 8.1.4 NDA
 - 8.1.5 Valid and Updated Tax Clearance

