



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 21-0027

CANVASS PERIOD: 15 TO 23 July 2021

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the ***ONE (1) LOT SECURE SOCKETS LAYER (SSL) CERTIFICATE SERVICES FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG) COVERING THE PERIOD OF 01 JULY 2021 TO 31 DECEMBER 2021.***

Attached is Purchase Request No. 21-0027 with an Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos Only (PHP 100,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of <i>ONE (1) LOT SECURE SOCKETS LAYER (SSL) CERTIFICATE SERVICES FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG) COVERING THE PERIOD OF 01 JULY 2021 TO 31 DECEMBER 2021</i>

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (Please see attached template);



4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Notarized Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider; and, a.2.) Securities and Exchange Commission (SEC) Certificate.
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself.
c.) A Partnership	c.1.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself; and, c.2.) Resolution conferring authority to transact if the authorized representative is not a partner, for and in behalf of such supplier/service provider

5. Proof that certificate provider is a Global Pacific Certification Authority;
6. Proof that certificate provider is a member of the Certification Authority (CA) Browser Forum;
7. Proof that certificate provider is a member of the Online Trust Alliance;

Failure to submit **ALL** of the required documents with the **Signed Quotation Form** before the deadline on **23 July 2021, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: procurement@gcg.gov.ph

Thank you



QUOTATION FORM

INSTRUCTIONS

- 1.) Accomplish this Quotation Form 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 render the quotation, non-compliant.
- 4.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5.) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the items as follows:

ONE (1) LOT SECURE SOCKETS LAYER (SSL) CERTIFICATE SERVICES FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG) COVERING THE PERIOD OF 01 JULY 2021 TO 31 DECEMBER 2021 (PERIOD OF CANVASS: 15 TO 23 JULY 2021)			
Specifications	Yes	No	Comments
EXTENDED VALIDATION (EV) STANDARD REQUIREMENTS			
1.1 The bidder must provide three (3) EV SSL certificate and satisfies the minimum requirements and specifications below.			
1.2 Certificate Specifications:			
1.2.1 - Must have a Trust Level of Extended Validation (EV).			
1.2.2 - Must have an organization name displayed in the web browser.			
1.2.3 - Must have an Underwritten Warranty not be lower than One Million Five Hundred Thousand Dollars Only (\$1,500,000.00).			
1.3 Feature Specifications:			
1.3.1 - Must have a display of HTTPS (Secure Hyper Text Transfer Protocol) with padlock in web browsers.			
1.3.2 - Must have a clickable Secure Site Seal.			
1.3.3 - Must have a verified domain name.			
1.3.4 - Must have an organization name displayed in the certificate.			



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Technical Specifications	Yes	No	Comments
1.3.5 - Must support Subject Alternative Name (SAN) options in the certificate.			
1.3.6 - Must have a signature algorithm strength of SHA-256 with Elliptic Curve Cryptography (ECC) option.			
1.3.7 - Must have a 2048-bit encryption strength in the certificate.			
1.3.8 - Must support Transport Layer Security (TLS) version 1.2 in the cryptographic protocol.			
1.3.9 - Must support both www.domain.com and domain.com (without the www).			
1.3.10 - Must have unlimited SSL server licensing within certificate validity period.			
1.3.11 - Must have unlimited reissuance to different servers/replacements.			
1.3.12 - Must support all major web browsers for the root certificate.			
1.3.13 - Must have browser to server and server to server authentication in the certificate.			
1.3.14 - Must have 3-10 calendar days vetting turn-around for organization details.			
ORGANIZATION VALIDATION (OV) WILDCARD REQUIREMENTS			
2.1 The bidder must provide one (1) OV Wildcard SSL certificate and satisfies the minimum requirements and specifications below:			
2.2 Certificate Specifications:			
2.2.1 - Must have a Trust Level of Organization Validation (OV).			
2.2.2 - Must have the secure top-level domain name as well as its 1st level sub-domains for the certificate.			
2.2.3 - Must have an Underwritten Warranty not be lower than One Million Two Hundred Fifty Thousand Dollars Only (\$1,250,000.00).			



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Technical Specifications	Yes	No	Comments
2.3 Feature Specifications:			
2.3.1 - Must have a display of HTTPS (Secure Hyper Text Transfer Protocol) with padlock in web browsers.			
2.3.2 - Must have a clickable Secure Site Seal.			
2.3.3 - Must have a verified domain name.			
2.3.4 - Must have an organization name displayed in the certificate.			
2.3.5 - Must support Subject Alternative Name (SAN) options in the certificate.			
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Technical Specifications	Yes	No	Comments
CERTIFICATE PROVIDER REQUIREMENTS			
3.1 Must have a local technical support team			
SCOPE OF WORK			
The Winning Bidder (hereafter referred to as simply the “bidder”) must:			
4.1 perform the supply and delivery of the proposed SSL certificates;			
4.2 provide comprehensive user manual or guidelines, and assistance for setting-up the proposed SSL certificates;			
4.3 provide a management portal for the purchased certificates with a feature to set unlimited number of user administrator;			
4.4 provide a Certificate Inventory Tool (CIT) to local all SSL certificates for internal and public networks regardless of the issuing Certificate Authority (CA);			
4.5 provide a notification tool for SSL certificate expirations; and			
4.6 provide an SSL and website security checker with evaluation reports.			
TRAINING REQUIREMENTS			
5.1 The bidder shall provide in-depth knowledge transfer on installation and management of SSL certificates to be conducted by a designated product expert.			
SUPPORT AND MAINTENANCE			
6.1 The bidder must provide full-time support and managed services as specified:			
6.1.1 - single point of contact for all concerns on the proposed SSL certificates;			
6.1.2 - two (2) hour response time upon receipt of call and four (4) hours for onsite support, if applicable; and			
6.1.3 - service desk support via telephone or email.			
6.2 The bidder must provide the procedure on support and issue escalation.			



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Technical Specifications	Yes	No	Comments
CONFIDENTIALITY			
<p>7.1 Information or rights acquired and obtained from the GCG, including but not limited to any and all obligations prior to the termination or expiration hereof and provisions on confidentiality and proprietary rights, will remain in effect after termination of the services rendered to the GCG. Hence, the undertaking of the certificate provider not to disclose and to keep information confidential shall subsist even after the expiration or termination of its obligation to the GCG nor can the certificate provider, at any time, disclose items mentioned or enumerated in Section 7.2 or any information it acquires by virtue of the contract which the GCG deems confidential.</p>			
<p>7.2 Records, documents, reports and relevant data, such as diagrams, plans, designs, estimates, specifications and other supporting records of materials compiled and prepared in the courses of the performance of the services shall be absolute properties of GCG and shall not be used by the certificate provider for purposes not related to this agreement without prior written approval of GCG. Copies of such documents as required in this TOR shall be turned over to GCG upon completion of the project except that the certificate provider shall have the right to retain a copy of the same</p>			
DELIVERY AND IMPLEMENTATION SCHEDULE			
<p>8.1 The delivery of proposed SSL certificates must be completed within thirty (30) calendar days from the receipt of the Notice to Proceed.</p>			
<p>8.2 The bidder shall be subjected to the evaluation by the end-user after the implementation of the project.</p>			



Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

Supplier's/Service Provider's Bank Details:

Banking Institution: _____
 Account Number: _____
 Account Name: _____
 Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

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APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
One Hundred Thousand Pesos Only (PHP 100,000.00)	



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 quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified 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 GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

Signature over Printed Name

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es