



REQUEST FOR PROPOSAL

PURCHASE REQUEST NO. 21-0025

CANVASS PERIOD: 01 TO 09 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 ***APPLICATION SECURITY TESTING CONSULTANCY FOR THE EXISTING GCG APPLICATIONS.***

Attached is Purchase Request No. 21-0025 with an Approved Budget for the Contract (ABC) of Seven Hundred Thousand Pesos Only (PHP 700,000.00) 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>APPLICATION SECURITY TESTING CONSULTANCY FOR THE EXISTING GCG APPLICATIONS.</i>

The sealed physical 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. Annual Income Business Tax Return (year-ended, 2020) or Updated BIR Form 1702;



5.

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

6. Curriculum Vitae¹ and relevant certifications of the three (3) personnel to be assigned;
7. List of completed government and private contracts similar or related to Application Security Testing projects. The list shall indicate for each contract the following:
- a. NAME AND ADDRESS OF THE CLIENT;
 - b. NAME OF THE CONTRACT;
 - c. PROJECT START DATE; AND
 - d. PROJECT COMPLETION DATE;

¹ Please see Annex A - Curriculum Vitae (CV) of the Application Security Testing Resource Personnel as **attached in the Terms of Reference**



8. Proof that service provider has rendered at least three (3) years of cumulative experience in conducting Application Security Testing services; and
9. Proof that service provider has successfully completed Application Security Testing services or similar services to at least five (5) clients.

Compliant submissions will be evaluated based on the criteria as outlined in the Terms of Reference (TOR.)

Failure to submit **ALL** of the required documents with the **Signed Proposal Form before the deadline on 00 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



PROPOSAL 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:

APPLICATION SECURITY TESTING CONSULTANCY FOR THE EXISTING GCG APPLICATIONS (PERIOD OF CANVASS: 01 TO 09 JULY 2021)									
Technical Specifications	Yes	No	Comments						
SCOPE OF WORK									
1.1 The list of GCG Applications for the project shall be discussed and agreed between the ICTG Project Team and the SP during the Project Kick-Off (Item 6.1.1 of the TOR). Each of the application shall be categorized according to its complexity. The testing period for all targeted applications must total to SIXTY (60) WORKING DAYS ONLY.									
1.1.1 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #D9E1F2;"> <th style="width: 30%; text-align: center; padding: 5px;">COMPLEXITY</th> <th style="width: 30%; text-align: center; padding: 5px;">TESTING PERIOD (WORKING DAYS)</th> <th style="width: 40%; text-align: center; padding: 5px;">NO. OF TARGET APPLICATIONS</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <u>Low</u> <ul style="list-style-type: none"> Mostly automated testing with manual validation; No user authentication; Static website with less than or equal to five (5) dynamic pages. </td> <td style="text-align: center; vertical-align: middle; padding: 5px;">Five (5)</td> <td style="text-align: center; vertical-align: middle; padding: 5px;">Two (2)</td> </tr> </tbody> </table>	COMPLEXITY	TESTING PERIOD (WORKING DAYS)	NO. OF TARGET APPLICATIONS	<u>Low</u> <ul style="list-style-type: none"> Mostly automated testing with manual validation; No user authentication; Static website with less than or equal to five (5) dynamic pages. 	Five (5)	Two (2)			
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**APPLICATION SECURITY TESTING CONSULTANCY FOR THE EXISTING GCG APPLICATIONS
 (PERIOD OF CANVASS: 01 TO 09 JULY 2021)**

Technical Specifications			Yes	No	Comments
1.1.2					
COMPLEXITY	TESTING PERIOD (WORKING DAYS)	NO. OF TARGET APPLICATIONS			
Medium <ul style="list-style-type: none"> ▪ Manual and automated testing; ▪ With user authentication; ▪ With two (2) to three (3) user roles; and ▪ Websites with five (5) to ten (10) dynamic pages. 	Ten (10)	Two (2)			
1.1.3					
COMPLEXITY	TESTING PERIOD (WORKING DAYS)	NO. OF TARGET APPLICATIONS			
High <ul style="list-style-type: none"> ▪ Manual testing and validation; ▪ With user authentication; ▪ Websites with more than ten (10) dynamic pages; ▪ With more than three (3) user roles; and ▪ Has complex workflow and transactions. 	Fifteen (15)	Two (2)			

SCHEDULE OF ACTIVITIES, TIMELINE, AND PAYMENT SCHEDULE

2.1 Payments shall be made every after completion of each milestones indicated below:

2.1.1					
MILESTONES	ESTIMATED TIMELINE (WORKING DAYS)	PAYMENT SCHEDULE (%)			
Project Kick-off <ul style="list-style-type: none"> ▪ Documentation of the Approach and Methodology ▪ Proposed Project Team ▪ Documentation of the targeted GCG Applications to be tested ▪ Proposed Project Timeline based on the targeted GCG Applications 	20 working days from the receipt of the Notice to Proceed (NTP)	15%			



APPLICATION SECURITY TESTING CONSULTANCY FOR THE EXISTING GCG APPLICATIONS (PERIOD OF CANVASS: 01 TO 09 JULY 2021)										
Technical Specifications		Yes	No	Comments						
2.1.2										
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Project Closure and Acceptance <ul style="list-style-type: none"> Presentation of the Technical and Executive Summary Report 	20 working days from the acceptance of item 6.1.1 of the Terms of Reference (<i>Application Security Testing</i>)	15%								
2.2 The Service Provider shall be rated by the end-user after the conduct of the project.										
2.3 All required output/deliverables stated above shall be accompanied by working papers, schedules, and database of data or information. Any extension or modification in the deadline of reports shall be made only upon prior written approval of the Head of the Procuring Entity (HoPE).										
2.4 All payments shall be subject to existing accounting and auditing rules and regulations applicable to GCG.										



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Technical Specifications	Yes	No	Comments
<p>2.5 Processing and release of allotted payment schedule per item indicated above shall be made within twenty (20) working days after the acceptance of the submission of complete billing documents along with the approved deliverables.</p>			
<p>2.6 GCG adopts the Expanded Modified Direct Payment Scheme (ExMDPS) as mode of payment to creditors/payees as per DBM Circular No. 2013-16. In this line, GCG uses Direct Payment Scheme (DPS) via bank debit system through issuance of List of Due and Demandable Accounts Payable - Authority to Debit Account (LDDAP-ADA) in the settlement of accounts payable due to creditors/payees. Section 5.9.2 of the DBM Circular noted that bank charges shall be borne/paid by the creditor/payee concerned, in this case, by the SERVICE PROVIDER, if their account is not maintained at Landbank.</p>			
ENGAGEMENT PERIOD			
<p>3.1 The GCG shall engage the services of the Application Security Testing Service Provider for an estimated period of one hundred (100) working days. The conduct of the project shall be undertaken during office hours or on a schedule as agreed upon by the parties, subject further to GCG's guidelines. Any amendment/modification of the work schedules shall be made only upon prior written approval of the HoPE, in which case, the engagement shall be correspondingly extended for such period called for by the amendment/modification under the same terms, with no additional cost on the part of GCG.</p>			
OTHER TERMS AND CONDITIONS			
<p>4.1 Any information or document obtained from GCG, including but not limited to 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 Service Provider not to disclose and to keep information confidential shall subsist even after the expiration or termination of its services to the GCG nor can the Service Provider, at any time, disclose that their services were engaged by the GCG for the Application Security Testing Project.</p>			
PROPRIETARY RIGHTS TO GCG			
<p>5.1 Records and other documents, reports, and relevant data, such as diagrams, plans, designs, estimates, specifications, and other supporting records of materials the HoPE compiled and prepared during the performance of the services, shall be exclusively owned by GCG, and shall not be used by the Service Provider for purposes not related to this agreement, without prior written approval of the HoPE</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).

APPLICATION SECURITY TESTING CONSULTANCY FOR THE EXISTING GCG APPLICATIONS (PERIOD OF CANVASS: 01 TO 09 JULY 2021)	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Seven Hundred Thousand Pesos Only (PHP 700,000.00)	



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