

## INVITATION FOR NEGOTIATION

11 April 2019

Attention: **ALL PROSPECTIVE SUPPLIERS**

Subject : **Hardware and Software Maintenance Support Services for Payshield 9000-E Hardware Security Module (HSM) for the Development Bank of the Philippines-2<sup>nd</sup> Negotiated Procurement; Reference No. N-G-2019-02**

Gentlemen:

After two (2) failed biddings, we are inviting your company for a Negotiated Procurement for the above-cited subject pursuant to Sec. 53.1 of Revised IRR of RA 9184.

The Approved Budget for the Contract (ABC) is One Million Four Hundred Thousand Pesos (Php1,400,000.00), inclusive of all applicable taxes.

The **Schedule of Negotiation Activities** shall be as follows:

<b>ACTIVITIES</b>	<b>TIME</b>	<b>VENUE</b>
*Submission of Eligibility, Technical and Financial Documents	15 April 2019 (Monday) <u>ON OR BEFORE 08:30 AM</u>	6/F BAC Secretariat-PMD DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati
Opening of Eligibility, Technical and Financial Documents	15 April 2019 (Monday) 09:00 AM	12/F, Executive Lounge, Suite 5, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati

*\*Late submission shall not be accepted*

We have attached the Checklist of Requirements and the negotiation forms which must be submitted in two (2) sets for the opening of eligibility, technical and financial documents.

The Bids and Awards Committee (BAC) shall check the completeness of the documents submitted during the opening of eligibility and technical documents. Only those who submitted the complete documents shall be considered for evaluation starting with the lowest financial quotation.

Contract shall be based on the General Conditions of the Contract based on standard bidding documents of RA 9184.

For inquires and other concerns relative to the project, please call our BAC Secretariat at  
Trunkline: (+632) 818-9511 to 20 local 2610 or 2606  
Telefax: (+632) 812-5702; Email: bacsecretariat@dbp.ph

Thank you and we look forward to your active participation in this undertaking.

**ATTY. RENE A. GAERLAN**

Vice President, and

Second Vice Chairperson, Bids and Awards Committee (BAC)

**HARDWARE AND SOFTWARE MAINTENANCE SUPPORT SERVICES FOR PAYSHIELD 9000-E  
HARDWARE SECURITY MODULE (HSM) FOR THE DEVELOPMENT BANK OF THE  
PHILIPPINES-2ND NEGOTIATED PROCUREMENT  
Reference No. N-G-2019-02  
ABC: Php1,400,000.00**

## **CHECKLIST OF REQUIREMENTS**

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

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

Submitted by: \_\_\_\_\_

Landline: \_\_\_\_\_ Email: \_\_\_\_\_

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS
<b>LEGAL ELIGIBILITY DOCUMENTS</b>	
TAB 1	<p>If the supplier is a joint venture (JV):</p> <p>a) If participating as a <u>formed JV</u>: Submit the existing valid, duly accomplished, signed and <u>notarized JV Agreement (JVA)</u>. The JVA must specifically indicate among others, the following: the <u>partner company that will represent the JV</u>, the <u>shareholdings of each partner company</u> in the JV (to determine which partner company and its nationality has the controlling majority share), and the share of each partner company in the JV. Moreover, please likewise note:</p> <ol style="list-style-type: none"> <li>1) If the JV is <u>incorporated</u> or registered with the relevant government agency, <u>all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under JV's name.</u></li> <li>2) If the JV is <u>unincorporated</u>, the <u>PhilGEPS Certificate of Registration under Platinum Membership</u> shall be submitted by <u>each of the JV partners</u>, while submission of the <u>technical and financial eligibility documents (Tab 4 onwards)</u> by <u>any one of the JV partners</u> constitutes collective compliance.</li> </ol> <p>b) If participating as a <u>JV that is yet to be formed</u>: Submit duly <u>notarized Agreement to Enter into Joint Venture (Template per FORM 1)</u>. Please likewise note:</p> <ol style="list-style-type: none"> <li>1) <u>PhilGEPS Certificate of Registration under Platinum Membership</u> shall be submitted by <u>each of the JV partners</u>, while submission of the <u>technical and financial documents (Tab 4 onwards)</u> by <u>any one of the JV partners</u> constitutes collective compliance.</li> </ol>

TAB 2	<p>Proof of appointment/authority of supplier’s representative:</p> <p>a. Duly <u>notarized</u> Special Power of Attorney (if the supplier is a sole proprietorship) <b>OR</b></p> <p>b. Duly <u>notarized</u> Secretary’s Certificate (if the supplier is a corporation, partnership, cooperative or joint venture)</p> <p>IN CASE, THERE ARE MORE THAN ONE APPOINTED/DESIGNATED REPRESENTATIVE, USE OF <b><u>“AND” shall mean both/all representatives must sign the quotation forms (i.e. Statements, TOR, financial quotation) to be submitted for the quotation opening.</u></b></p> <p><b><u>Use of “OR” or “ANY OF THE FOLLOWING” is recommended.</u></b></p> <p><b><u>In case of Joint Venture, each proof of appointment must indicate/specify the authorized person to sign the Joint Venture Agreement or the Protocol to Enter into a Joint Venture</u></b></p>
TAB 3	<p>Valid and current PhilGEPS Certificate of Registration in PLATINUM CATEGORY with Annex “A” or the List of Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS. “Uploaded” documents under Annex “A” shall mean all of the following required Legal Eligibility Documents are updated or maintained valid and current. (<b><u>TABs 3A-3D</u></b>)</p>
TAB 3-A	<p>Registration Certificate issued by Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);;</p>
TAB 3-B	<p>2019 Business/Mayor’s permit issued to supplier by the city or municipality where the principal place of business of the supplier is located or the equivalent document for Exclusive Economic Zones or Areas</p>
TAB 3-C	<p>Current (not expired on the date of opening of quotations) Tax Clearance (<u>valid for Bidding Purposes</u>) per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</p>
TAB 3-D	<p>Audited Financial Statements <b>2017 or the latest:</b></p> <ul style="list-style-type: none"> <li>• Independent Auditor’s Report;</li> <li>• Balance Sheet (Statement of Financial Position); and</li> <li>• Income Statement (Statement of Comprehensive Income)</li> </ul> <p>Each of the above statements must have stamped “received’ by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions</p>
	<p>(1) Suppliers with <b><u>valid and current</u></b> PhilGEPS Registration (Platinum membership/category) where all Eligibility Documents under Annex “A” (of the PhilGEPS Certificate of Registration) are all uploaded/updated, need not to submit documents under TABs 3A, 3B, 3C, and 3D in lieu of the PhilGEPS Certificate of Registration and Membership.</p> <p>(2) <b>For suppliers who are NOT YET REGISTERED UNDER PLATINUM MEMBERSHIP/ CATEGORY OR UNDER “RED” CATEGORY, MUST SUBMIT COPY/IES OF THE DOCUMENTS PER TABs 3A, 3B, 3C, AND 3D <i>Provided:</i> that Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 which shall be submitted within five (5) calendar days upon receipt of the Notice of Single or Lowest Calculated Quotation (SCB/LCB).</b></p> <p>(3) <b>For suppliers who are already registered under “Platinum” category, however, the uploaded file of Class “A” Eligibility Documents under Annex “A” are not current or updated or in the event that some Class “A” Documents earlier submitted with PhilGEPS</b></p>

already expired, a combination of their PhilGEPs Certificate of Registration under “Platinum” Category AND valid/current/updated Class “A” Eligibility Documents under TABs 3A, 3B, 3C and 3D shall be submitted.

The Certificate of PhilGEPs Registration under Platinum Membership with valid/current/updated Annex “A” of Eligibility Documents shall remain as a requirement to be submitted immediately upon receipt of the Notice of the Single or Lowest Calculated Quotation (SCQ/LCQ).

**TECHNICAL ELIGIBILITY DOCUMENTS**

TAB 4	<p>Statement by the supplier of <b>ALL</b> its <u>ongoing</u> government and/or private contracts (<u>including those awarded but not yet started</u>, if any), whether similar or not similar in nature and complexity to the contract to be quotation (include all contracts with the DBP for the said period, if any) (<i>Template per FORM 2</i>), <b>duly signed by the supplier’s authorized representative.</b></p> <p><b>Note:</b> For suppliers who have no ongoing government and/or private contracts, kindly indicate in their statement “NONE” to comply with the requirement. Suppliers will be rated “failed” if no document is submitted or if the document submitted is incomplete or patently insufficient (<i>per GPPB NPM 094-2013 dtd 2013-12-19</i>)</p>
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TAB 5	<p>Statement of single completed contract <u>of similar nature (government or private contract) within the last five (5) years</u> equivalent to at least fifty percent (50%) of the ABC (or at least 700,000.00) (<i>Template per FORM 3</i>), <b>duly signed by the supplier’s authorized representative.</b></p> <p><b>Similar contract refers to “Maintenance of Thales HSM”.</b></p> <p>Listed completed Contract must be supported by the following:</p> <p>a. <u>Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract</u></p> <p style="text-align: center;"><b>AND</b></p> <p>b. <u>Any one</u> of the following documents</p> <p>b.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the supplier’s client.</p> <p>b.2) Copy of Official Receipt/s or Sales Invoice/s issued by the supplier to the client (ORs/ SIs must sum up to the full amount of total contract price of completed project)</p>
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**FINANCIAL ELIGIBILITY DOCUMENTS**

TAB 6	<p>Copy of <b>2017 or latest</b> Annual Income Tax Return submitted through BIR’s Electronic Filing and Payment System (EFPS) together with the following Audited Financial Statements for 2016 and 2015 (in comparative format or separate reports or 2015 and 2014 (in comparative format or separate reports)):</p> <ul style="list-style-type: none"> <li>• Independent Auditor’s Report;</li> <li>• Balance Sheet (Statement of Financial Position); and</li> <li>• Income Statement (Statement of Comprehensive Income).</li> </ul> <p>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;</p>
TAB 7	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (<i>Template per FORM 4</i>), <b>duly signed by the supplier’s authorized representative.</b></p>

	<p>1. The values of the supplier's current assets and current liabilities shall be based on the 2017 or its latest Audited Financial Statements.</p> <p>2. The value of the NFCC must at least be equal to the ABC of this project.</p> <p><b><u>IN case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements</u></b></p> <p>If the prospective supplier opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be quotation. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.</p> <p>Credit Line is only applicable for Procurement of Goods.</p>
<b>TECHNICAL DOCUMENTS</b>	
TAB 8	Accomplished Omnibus Sworn Statement <i>per FORM 5</i> , duly signed by the supplier's authorized representative and notarized.
TAB 9	Conformed Technical Specifications <i>per FORM 6</i> duly signed by the supplier's authorized representative.
TAB 10	Signed Certificate from the manufacturer/principal that the supplier is an authorized reseller and Maintenance Provider of Thales for Thales Payshield Product Line
<b>FINANCIAL DOCUMENTS</b>	
TAB 1	<p>Duly accomplished Financial Quotation Form <i>per FORM 7</i>, duly signed by the supplier's authorized representative.</p> <p><b>Note: Total quotation shall not exceed the total ABC of Php1,400,000.00. Quotations in excess of the ABC shall be automatically rejected.</b></p>

**PROTOCOL / UNDERTAKING OF AGREEMENT  
TO ENTER INTO JOINT VENTURE**

This Protocol / Undertaking of Agreement to Enter into Joint Venture, executed by:

....., a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as “.....”;

-and-

....., a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as “.....”;

-and-

....., a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as “.....”;

For submission to the Quotations and Awards Committee of the Development Bank of the Philippines, pursuant to Section 24.1 (b) of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a joint venture in the public quotationing that will be conducted by the Development Bank of the Philippines pursuant to RA 9184 and its revised IRR, with the following particulars:

Quotation Reference No.	
Name/Title of Procurement Project	
Approved Budget for the Contract	

# **FORM 1 (page 2 of 2)**

NOW THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a JOINT VENTURE and sign a Joint Venture Agreement (JVA) relative to their joint cooperation for this quotation project in the event that their quotation is successful, furnishing the DBP BAC a duly signed and notarized copy thereof within ten (10) calendar days from receipt of the Notice from the BAC that our quotation has the highest rated responsive quotation.

For purposes of this quotation project, and unless modified by the terms of the Joint Venture Agreement, the following party shall be the authorized representative of the JV:

JV Partner (Name of Company): \_\_\_\_\_

Authorized Representative of the JV Partner (per attached Secretary's Certificate):

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

That furthermore, the parties agree to be bound jointly and severally under the said Joint Venture Agreement;

That finally, failure on our part to enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by the DBP shall be a ground for non-issuance of the Notice to Proceed, forfeiture of our quotation security and such other administrative and/or civil liabilities as may be imposed under the provisions of RA 9184 and its revised IRR, without liability on the part of DBP.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date first above written.

\_\_\_\_\_  
Supplier's Representative / Authorized Signatory

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant exhibited to me his/her competent evidence of identity (as defined by 2004 Rules on Notarial Practice) issued \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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Series of \_\_\_\_\_



**(use Company's Official Letterhead)**

**HARDWARE AND SOFTWARE MAINTENANCE SUPPORT SERVICES FOR PAYSHIELD 9000-E  
HARDWARE SECURITY MODULE (HSM) FOR THE DEVELOPMENT BANK OF THE  
PHILIPPINES-2ND NEGOTIATED PROCUREMENT  
Reference No. N-G-2019-02**

**STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE  
CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT  
YET STARTED (if any)**

Business Name : \_\_\_\_\_

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

Name of Contract/ Project Cost	a) Owner's Name b) Address c) Telephone Nos.	Nature of Work	Supplier's Role		a) Date Awarded b) Date Started c) Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
1)								
2)								
3)								
4)								
5)								
1)								
2)								
3)								
4)								
5)								

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

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

# FORM 3

(use Company's Official Letterhead)

**HARDWARE AND SOFTWARE MAINTENANCE SUPPORT SERVICES FOR PAYSHIELD 9000-E  
HARDWARE SECURITY MODULE (HSM) FOR THE DEVELOPMENT BANK OF THE  
PHILIPPINES-2ND NEGOTIATED PROCUREMENT  
Reference No. N-G-2019-02**

**STATEMENT OF SINGLE COMPLETED CONTRACT (GOVERNMENT OR PRIVATE), OF SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS EQUIVALENT TO AT LEAST FIFTY (50%) PERCENT OF THE APPROVED BUDGET FOR THE CONTRACT (ABC):**

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name of Contract	a) Owner's Name b) Address c) Telephone Nos.	Nature of Work	Bidder's Role		a) Amount at Award b) Amount at Completion c) Duration	a) Date Awarded b) Contract Effectivity c) Date Completed
			Description	%		

**IMPORTANT:** Please attach the following supporting documents related to each listed completed similar contract:

- a. Purchase Order or Contract or Notice of Award or Notice to Proceed; **AND**
- b. Proof of completion and acceptance for the aforesaid contract (should reflect full amount of total contract price of completed project); **any one or all** of the following documents is acceptable:
  - 1) Certificate of Completion or Certificate of Acceptance issued by the client
  - 2) Official Receipt/s or Sales Invoices issued by bidder to the client

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

**Note:** Similar contract refers to "Maintenance of Thales HSM"

**(use Company's Official Letterhead)**

**HARDWARE AND SOFTWARE MAINTENANCE SUPPORT SERVICES FOR PAYSHIELD 9000-E  
HARDWARE SECURITY MODULE (HSM) FOR THE DEVELOPMENT BANK OF THE  
PHILIPPINES-2ND NEGOTIATED PROCUREMENT  
Reference No. N-G-2019-02**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY**

- A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

	Year 20__
1. Current Assets	
2. Current Liabilities	
3. Current Net Worth/Net Working Capital (Item1 minus Item2)	

- B. Total value of all outstanding or uncompleted portions of the projects under ongoing contracts (government or private), including awarded contracts yet to be started coinciding with the contract to be quotation, \_\_\_\_\_  
Per FORM 2

- C. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

**NFCC =** [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be quotation.

**PLEASE SHOW COMPUTATION**

The values of the domestic supplier's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to BIR.

NFCC = ₱

Submitted by:

\_\_\_\_\_  
Name of Firm / Contractor

\_\_\_\_\_  
Name and Signature of Authorized Representative

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

**In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the latest EFPS Filed Annual Income tax return and Latest Audited Financial Statements**

**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;

## **FORM 5 (page 2 of 2)**

*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; and
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].
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]

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant exhibited to me his/her competent evidence of identity (as defined by 2004 Rules on Notarial Practice) issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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**TERMS OF REFERENCE**

**PROJECT: HARDWARE AND SOFTWARE MAINTENANCE SUPPORT SERVICES FOR PAYSHIELD9000-E HARDWARE SECURITY MODULE (HSM)**

**I. BACKGROUND**

The Hardware Security Module (HSM) is a physical device that provides extra security for sensitive data. This type of device is used to provide cryptographic keys for certain functions such as Encryption, Decryption and Authentication for the use of applications, identities and databases. It is currently being used by the Bank to generate PIN Mailers, card verification for our VISA and EMV cards and is used for PIN validation for on-us and issuer transactions of our debit cards.

**II. COVERAGE**

The project shall cover ONE (1) year Hardware and Software Maintenance and Support Services for two (2) units of payShield9000-E HSM.

**III. HARDWARE SPECIFICATIONS**

No.	Model	Serial No.	Location	Environment
1	payShield9000-E 150 tps	A4665276416B	DR Site	Disaster Recovery (DR)
2	payShield9000-E 150 tps	A4665316685W	Head Office	Production

**III. VENDOR REQUIREMENTS**

- The vendor should be an authorized reseller and maintenance provider of THALES for Thales payShield product line.
- The vendor should have a completed contract for the maintenance of THALES HSM, value of any of completed maintenance contract must at be equivalent to at least fifty percent (50%) of the ABC of the project.

**IV. HSM MAINTENANCE AND SUPPORT SERVICES COVERAGE**

- 24 x 7 Help Desk and Dispatch Support  
Response time of 2 hours within Metro Manila
- Annual preventive checkup, remedial maintenance activities
- Replacement Unit Availability  
(A unit is provided in cases where the HSM unit is beyond repair. Faulty hardware will be available within 48 hours from the time the problem is determined.)

Conforme:
_____
Supplier's Company Name
_____
Name & Signature of Authorized Representative
_____
Designation
_____
Date

**Terms of Reference  
Hardware and Software Maintenance Support Services for payShield 9000-E HSM  
February 27, 2019**

- Onsite assistance  
(8x5 On-Site Support Availability, 9AM-5PM)
- HSM Software Upgrade to latest Version  
(from DBP’s existing version 2.3 to CTI’s current version of 3.3)

**V. APPROVED BUDGET**

The Approved Budget for the Contract (ABC) is ₱1,400,000.

**VI. EFFECTIVITY PERIOD**

The effectivity period will commence upon issuance of Notice to Proceed (NTP).

**VII. PAYMENT**

Annual payment will be processed upon issuance of the Certificate of Completion.

**VIII. PERFORMANCE SECURITY**

The vendor is required to submit a performance security in any of the following forms and percentages:

Form of Performance Security	Minimum % of Contract Price per year
Cash, cashier’s/manager’s check issued by a Universal or Commercial Bank	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank	
Surety Bond callable upon demand issued by a surety or insurance company together with certificate issued by Insurance Commission certifying the surety or insurance company is authorized to issue such surety bond	Thirty percent (30%)

Approved by:

  
**LUIS J. RODRIGUEZ JR.**  
Vice President

<p><b>Conforme:</b></p> <p>_____</p> <p>Supplier’s Company Name</p> <p>_____</p> <p>Name &amp; Signature of Authorized Representative</p> <p>_____</p> <p>Designation</p> <p>_____</p> <p>Date</p>
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**(use Company's Official Letterhead)**

**FINANCIAL QUOTATION FORM**

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

**BIDS AND AWARDS COMMITTEE**  
**Development Bank of the Philippines**  
Makati City, Metro Manila

Gentlemen:

Having examined the Negotiation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the Negotiation Documents offer as follows:

Description	Location	Approved Budget for the Contract (ABC) inclusive of taxes (in PhP)	Financial Quotation inclusive of taxes (in PhP)
<b>N-G-2019-02: HARDWARE AND SOFTWARE MAINTENANCE SUPPORT SERVICES FOR PAYSHIELD9000-E HARDWARE SECURITY MODULE (HSM)-2<sup>nd</sup> Negotiated Procurement</b>	DR Site- ZDRC Technohub Center, Purification St. Brgy. II Mabuhay Carmona, Cavite 4116 (Disaster Recovery)	1,400,000.00	Per Location
	DR Site- ZDRC Technohub Center, Purification St. Brgy. II Mabuhay Carmona, Cavite 4116 (Disaster Recovery)		

TOTAL Amount in Words: \_\_\_\_\_

We undertake, if our Quotation is accepted, to deliver the goods in accordance with the specified delivery schedule.

If our Quotation is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Negotiation Documents.

We agree to abide by this Quotation for the Quotation Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.



## FORM 7 (page 2 of 2)

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Quotation or any Quotation you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Supplier, has the full power and authority to participate, submit the quotation, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Supplier, to participate, submit the quotation, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Quotation Form shall be a ground for the rejection of our quotation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of \_\_\_\_\_