

REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for **Secure Socket Layer Certificates for DBP Website with Support**

Approved Budget for the Contract: ₱420,000.00 inclusive of all taxes and other charges.

1. Please quote your lowest price based on the attached specifications
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 04:00 P.M. of 08 November 2021.**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR).

TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
3. Other documentary requirements for each vendor shall be as follows;
 - Mayor's/Business Permit;
 - Letter or Certificate being the authorized reseller of the Secure Socket Layer (SSL) Certificates

AND

- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement**

OR

- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney	Duly notarized Secretary's Certificate
<u>AND</u>	<u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

*For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph

Secure Socket Layer (SSL) Certificates for DBP Websites with Support

Technical Specifications (TS)

I. Background

Secure Socket Layer (SSL) Certificate is a popular type of digital Certificate which is a verifiable small data file that contains identity credentials to help websites, people and devices represent their online identity and usually issued by a Certificate Authority (CA).

Currently, the Bank has 19 SSL Certificates issued by Entrust. The Entrust Certificate Management Service (ECMS) is a self-service administration tool for buying and managing Certificates which is also the same facility used by our Systems Administration.

II. Period Coverage

This will cover for 1-year continued use of the Bank's 19 SSL Certificates for DBP Websites with Support effective from December 1, 2021 to November 30, 2022.

III. Vendor Requirements

1. BAC Documentary Requirements in compliance to the Government Procurement Law as per latest Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 under Section 53.9:
 - a. Valid and Current PhilGEPS Registration Number
 - b. Updated Business or Mayor's Permit
 - c. Updated and Notarized Omnibus Sworn Statement
 - d. Updated and Notarized Secretary's Certificate
 - e. Updated Letter or Certificate being an authorized Reseller of the Secure Socket Layer (SSL) Certificates
 - f. 1-Year Quotation for SSL Certificates for DBP Websites with Support with Period Coverage from December 1, 2021 to November 30, 2022.
2. Vendor must open/maintain a Savings Deposit Account with DBP where payments shall be credited within 15 calendar days from DBP's receipt of original copy of the Official Receipt (OR) and issuance of Certificates of Acceptance and Payment.
3. *Should and only if the Parties agree on One-Time Payment of the Contract Price after execution of the Contract, within 5 working days from the Vendor's receipt of the Notice to Proceed (NTP), the Vendor shall deliver to DBP a notarized Letter of Credit (LC) or Certificate of Cover or Guaranty, indicating its unconditional and indivisible undertaking to provide the necessary fixes/ patches and/or resolve all Application-related concerns and issues for the duration of the Contract Term, accompanied by an Irrevocable Letter of Credit (LC) or Bank Guarantee issued by a Universal Bank or Commercial Bank equivalent to the amount of the Contract Price, which shall remain valid until after the expiration of the Contract.*
4. 1 Day of Training or Refresher for at least 10 DBP Personnel at DBP Head Office involving Technical Updates, Use of SSL Certificates, etc.

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Technical Specifications (TS)**

IV. Maintenance and Support Services Coverage

A. Certificate Requirements

1. Breakdown

	SSL Certificate Type	Price (PhP)
13	Organization Validation (OV) – Enhanced/Standard (STD)	218,400.00
6	Extended Validation (EV) (Completed)	201,600.00
19	Total Amount	420,000.00

2. Includes 10 Domain Names, 10 Organization Names, 2 Administrator Accounts

3. Features

- a. Signature Algorithm: SHA 256
- b. Hash Encryption: 2048 Bit
- c. Supports/ Compatible with major Web Browsers:
 - Internet Explorer
 - Safari
 - Firefox
 - Chrome
 - Opera
- d. Supports/ Compatible with major Servers:
 - IIS
 - IBM HTTP Server
 - IBM WebSphere
 - Web Logic
 - Apache
 - Lotus Domino
 - Citrix
 - SAP
- e. With Secure Site Seal
- f. Allows Certificate Re-Issuance
- g. Allows Centralized Certificate Management

B. Support Requirements

- 1. 1-Year Support for inquiries, problems and issues relative to the creation, installation, conversion, re-issuances and use of the SSL Certificates
- 2. 8x5 Technical Support via Telephone and E-Mail
- 3. Includes Sitelock Basic/Website Security bundle, available for one site name for each certificate, which includes daily malware scan up to 250 pages for OV SSL and 500 pages for EV SSL.
- 4. Per Server Licensing
- 5. Notification for any changes and updates

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6. Response and Resolution Time on the Operations and Availability of the Bank's Websites and Domains:

Concerns / Matters	Response Time*	Resolution Time*
Directly affecting the operations	30 Minutes	Within 24 Hours
Do not directly affect the operations	Within 24 Hours	Within 48 Hours

* Must be done through E-Mail for tracking and control purposes.

V. Approved Budget for Contract (ABC)

The approved budget for the Contract is PHP 420,000.00 (VAT-Inclusive).

VI. Payment

DBP shall pay periodically the corresponding Contract Price to the Vendor via credit to its Deposit Account within 15 calendar days from receipt of the Vendor's original copy of Official Receipt (OR) and the issuance by DBP of the Certificate of Acceptance of services and Certificate of Payment, as well as the submission of the documentary requirements as enumerated under this Technical Specifications, if any, subject to the usual Government Audit/Accounting/Procurement Policies, provided the Vendor has generated a positive Performance Assessment to be conducted by DBP in accordance with established metrics.

VII. Performance Security

The Vendor is required to submit a Performance Bond in any of the following Forms and Percentages and which shall be released after end of Contract Term:

Forms of Performance Security	Minimum Percentage (%) of Contract Price per Year
Cash, Cashier's / Manager's Check issued by a Universal or Commercial Bank	5%
Bank Draft / Guarantee or Irrevocable Letter of Credit (LC) 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	30%

VIII. Liquidated Damages

If the Vendor fails to satisfactorily perform the services within the period(s) specified in the Agreement inclusive of duly granted time extensions if any, DBP shall, without prejudice to its other remedies under the Agreement and under applicable laws, deduct from the Contract Price, as liquidated damages, the applicable rate of 1/10 of 1% of the cost of the unperformed portion for every day of delay until actual delivery or performance.

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The maximum deduction shall be 10% of the amount of Agreement. Once the maximum amount of liquidated damages reaches 10%, DBP may rescind or terminate the Agreement, without prejudice to other courses of action and remedies open to it.

IX. OGCC Review

The parties agree to supplement/amend/restate the Agreement, including all its amendments/ supplements, to incorporate the comments/ revisions, if any, of the Office of the Government Corporate Counsel (OGCC), with effect from the date of signing thereof.