



### REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for **the License and Maintenance Subscription for the Thirty (30) Entrust Secure Socket Layer License Certificates for DBP Website**

**Approved Budget for the Contract: ₱750,000.00**

1. Please quote your lowest price based on the attached specifications per Terms of Reference. All quotations must be inclusive of all taxes and other charges.
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of Friday, 25 October 2024**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR)/Technical Specifications (TS)/ Scope of Services (SOW).

### 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;**
  - **Duly accomplished Data Privacy Consent Form;**
  - **Latest Income Tax Return;**
  - **Updated Letter or Certificate issued by the principal/manufacturer or downloadable from the website that the Vendor is an Authorized reseller/distributor/direct partner of SSL Licence Certificates**
  - **Conformance to each and every page of the Technical Specifications, duly signed by the authorized representative;**
  - **All required documents stated in the Technical Specifications: 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 <b>Sole Proprietorship</b> )	(if the supplier/vendor is a <b>Corporation</b> )
Duly notarized Special Power of Attorney <u>AND</u> Duly notarized Omnibus Sworn Statement	Duly notarized Secretary's Certificate <u>AND</u> 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](mailto:bacsecretariat@dbp.ph)

### You may visit the following websites:

For downloading of Request for Quotation: <https://www.dbp.ph/invitations-to-bid/>

For DBP Statement on Zero Tolerance for Fraud, Corruption and Malpractice:

<https://www.dbp.ph/about-dbp/dbp-statement-on-zero-tolerance-for-fraud-corruption-and-malpractice/>

**License and Maintenance Subscription for the Thirty (30)  
Entrust Secure Socket Layer License Certificates for DBP Websites**

**TECHNICAL SPECIFICATIONS**

**I. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is ₱ 750,000.00 VAT Inclusive.

**II. LICENSE AND MAINTENANCE SUBSCRIPTION INCLUSIONS FOR THE 30 ENTRUST  
SSL LICENSES**

**1. Entrust SSL License Certificate Requirements**

Qty	Types of SSL License Certificate
18	Standard Organization Validated (OV) SSL Certificate
12	Multi-Domain Extended Validation (EV) SSL Certificate
30	<b>TOTAL</b>

**2. Severity Level, Response and Resolution**

Severity	Description	Response Time	Resolution Time
1	The customer production system is not operational. The problem affects more than 90% of the users and a solution is not available.	Within Thirty (30) minutes	4 Hours resolution time or based on vendors' assessment to provide the solution, provided the vendor receives all the necessary information needed for investigation.
2	The customer production system is operational but has a major feature that is not operational, or unstable, with periodic interruptions.	Within 4 hours	12 Hours resolution time or based on vendors' assessment to provide the solution, provided the vendor receives all the necessary information needed for investigation.
3	The system is generally available and functional for a significant number of users. An interim solution is available to keep the system operational.	Within 24 hours	Within the next 24 Hours resolution time or based on vendors' assessment to provide the solution, provided the vendor receives all the necessary information needed for investigation

**3. Support Requirements**

- Provision of the following Entrust Certificate Management Services (ECMS) SSL License Certificates:
  - Eighteen (18) OV
  - Twelve (12) EV
- 1-year Support for inquiries, problems and issues relative to the creation, installation, conversion, re-issuances and use of the SSL Certificates

Conforme:

\_\_\_\_\_  
Vendor's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

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**License and Maintenance Subscription for the 30 Entrust SSL License Certificates for DBP Websites**  
**Technical Specifications**

- 8x5 Technical Support via Telephone and E-Mail
- Tool that analyzes the configuration of SSL Certificates on websites and provides a report on their security.
- Per Server Licensing
- Notification for any changes and updates
- Provide support during Business Continuity activity. Remote support may be provided as required by DBP.

**III. PERIOD COVERAGE**

The period coverage is for one (1) year starting from December 1, 2024 to November 30, 2025.

**IV. TRAINING REQUIREMENT**

1. The vendor shall provide one (1) day training to equip the DBP personnel with the required skills to administer and maintain said product and should be conducted within 30 calendar days after receipt of the Notice to Proceed (NTP) or subject for confirmation of the schedule from both parties.
2. The vendor shall conduct technical training in case of enhancements or version upgrades.
3. The vendor shall provide training certificates to all training attendees within five (5) working days after the training.

**V. PERFORMANCE BOND**

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
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%)

The Performance Security will correspond to the agreed total contract price and shall be effective and in full force and effect for the entire Term of the Agreement.

The said amount shall only be released after the lapse of the contract period, provided that DBP has no claims filed against the supplier/vendor and that all the conditions imposed under the contract have been fully met.

**VI. PAYMENT TERMS**

DBP shall pay the corresponding contract price to the Vendor via credit to its deposit account within Forty-Five (45) calendar days from receipt of the original Vendor's Sales Invoice, submission of License Certificate or Proof-of-Entitlement and issuance by DBP's Certificate of Acceptance, provided the Vendor has completed the requirement for the validation of the SSL License Certificates.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

## VII. 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. PhilGEPS Registration Number
  - b. 2024 Business or Mayor's Permit
  - c. 2023 Income Tax Return (ITR)
  - d. Updated and Notarized Omnibus Sworn Statement
  - e. Updated and Notarized Secretary's Certificate
  - f. Updated Certificate issued by the principal/manufacture/distributor that the Vendor is an authorized reseller/distributor/direct partner of the Secure Socket Layer (SSL) License Certificates.
2. **Required upon issuance of Notice of Award (NOA):**

Vendor must open/maintain a Savings Deposit Account with DBP where payments shall be credited.
3. **Required upon receipt of the Notice to Proceed (NTP):**

Vendor must submit a License Certificate or Proof-of-Entitlement for the duration of the period coverage starting from December 1, 2024 to November 30, 2025.

## VIII. NON-DISCLOSURE CONDITION

The Vendor shall strictly adhere to the confidentiality agreement with the Bank. Information about DBP and its operation in this document is considered proprietary and confidential and must be treated as such by the recipients of this Technical Specifications. In the same manner, the responses to the Technical Specification which shall be specified as confidential shall not be disclosed to any third party.

1. Each party agrees to hold and maintain confidential all materials and information which shall come into its possession or knowledge in connection with the project or its performance, and not to make use hereof other than for the purpose of this project.
2. After completion of the project, all materials, data, proprietary information and other related documents provided to the winning Vendor, and which are hereby deemed owned by DBP shall be returned to DBP.
3. The winning Vendor undertakes that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its confidential obligation as set forth in this Section.
4. This confidentiality obligation shall survive even after the termination of the contract.
5. The winning Vendor shall, likewise, oblige the provider to be bound by this confidentiality contract.
6. The winning Vendor's breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of the contract and shall entitle DBP for claim for damages and injunctive relief under the circumstances. DBP may also elect to terminate further access by the winning Vendor to any data and information.
7. A Non-Disclosure Agreement between DBP and the winning Vendor will form part of the contract that outlines confidential material, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access for or by third parties.

Conforme:

\_\_\_\_\_  
Vendor's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

#### IX. LIQUIDATED DAMAGES

In case the Vendor is unable to comply with the terms and conditions of this Agreement or fails to satisfactorily deliver the Subscription on time inclusive of duly granted time extensions, if any, DBP shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance.

Such amount shall be deducted from any money due, or which may become due to the bidder, or collected from any securities or warranties posted by the bidder, whichever is convenient to DBP.

In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, DBP may rescind or terminate the Agreement, without prejudice to other courses of action and remedies open to it.

Conforme:

\_\_\_\_\_  
Vendor's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date





### **DATA PRIVACY CONSENT FORM**

By signing this consent form, I/we (as "Data Subject") grant my/our free, voluntary and unconditional consent to the collection and processing of all Personal Data (as defined below), and account or transaction information or records (collectively, the "Information") relating to me/us disclosed/transmitted by me/us in person or by my/our authorized agent/representative/s to the information database system of the Development Bank of the Philippines (DBP) and/or any of its authorized agent/s or representative/s as Information controller, by whatever means in accordance with Republic Act (R.A.) 10173, otherwise known as the "Data Privacy Act of 2012" of the Republic of the Philippines, including its Implementing Rules and Regulations (IRR) as well as all other guidelines and issuances by the National Privacy Commission (NPC).

I/we understand that my/our "Personal Data" means any information, whether recorded in a material form or not, (a) from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual, (b) about an individual's race, ethnic origin, marital status, age, color, gender, health, education and religious and/or political affiliations, (c) referring to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings, and (d) issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers and licenses.

I/we understand, further, that DBP shall keep the Personal Data and Information and the business and/or transaction/s that I/we do with DBP (the "Business") in strict confidence, and that the collection and processing of all Personal Data and/or Information by DBP may be used for any of the following purposes (collectively, the "Purposes"):

- a. to make decisions relating to the establishment, maintenance or termination of accounts and the establishment, provision or continuation of banking/credit facilities or financial products and/or services including, but not limited to, investment, trust, insurance, loan, mortgage and/or other secured transactions, financial and wealth management products and services, ATM, credit, debit, charge, prepaid or any type of card, and otherwise maintaining accurate "Know Your Customer (KYC)" information and conducting anti-money laundering and sanctions, credit and background checks;
- b. to provide, operate, process and administer DBP accounts and services or to process applications for DBP accounts, products and/or services, including banking/financial transactions such as remittance transactions and credit/financial facilities, subscription or proposed subscription of products or services (whether offered or issued by DBP or otherwise), and to maintain service quality and train staff;
- c. to undertake activities related to the provision of the DBP accounts and services including but not limited to transaction authorization, statement printing and distribution, customer service and conduct of surveys, the provision of research reports, offering documents, product profiles, customer profiling, term sheets or other product related materials, administration of rewards and loyalty programs;
- d. to provide product related services and support, including, without limitation, provision of processing or administrative support or acting as an intermediary / nominee shareholder / agent / broker / market participant / counterparty in connection with participation in various products (whether such products are offered or issued by DBP, DBP's affiliates, third parties or through other intermediaries, providers or distributors);
- e. to fulfill domestic and foreign legal, regulatory, governmental, tax, law enforcement and compliance requirements [including Philippine and/or foreign anti-money laundering, sanctions and tax obligations applicable to DBP and any of its affiliates and subsidiaries, and disclosure to any domestic or foreign market exchange, court, tribunal, and/or legal, regulatory, governmental, tax and law enforcement authority (each, an "Authority") pursuant to relevant guidelines, regulations, orders, guidance or requests from the Authority] and comply with any treaty or agreement with or between foreign and domestic Authorities applicable to DBP and/or any of its affiliates and subsidiaries, their agents or providers;
- f. to verify the identity or authority of my/our family members, friends, beneficiaries, attorneys, attorneys-in-fact, shareholders, beneficial owners (if relevant), persons under any trust, trustees, partners, committee members, directors, officers or authorized signatories, sureties, guarantors, other security and other individuals, representatives who contact DBP or may be contacted by DBP (collectively, the "Related Person/s") and to carry out or respond to requests, questions or instructions from verified representatives or other parties pursuant to DBP's then-current security procedures;
- g. for risk assessment, statistical and trend analysis and planning purposes, including to carry out data processing, statistical, credit, risk and anti-money laundering and sanctions analyses, creating and maintaining credit scoring models, and otherwise ensuring potential or ongoing credit worthiness of Data Subjects and Related Person/s, including conducting banking, credit, financial and other background checks and reviews, and maintaining banking, credit and financial history of individuals (whether or not there exists any direct relationship between the Data Subject or Related Person/s, and DBP) and creating and maintaining business development plans and activities for present and future reference;
- h. to monitor and record calls and electronic communications with Data Subject/s and Related Person/s for record keeping, quality assurance, customer service, training, investigation, litigation and fraud prevention purposes;
- i. for crime and fraud detection, prevention, investigation and prosecution;
- j. to enforce (including without limitation collecting amounts outstanding) or defend the rights of DBP and/or any of its affiliates and subsidiaries, its employees, officers and directors, contractual or otherwise;
- k. to perform internal management and management reporting, to operate control and management information systems, and to carry out business risk, control or compliance review or testing, internal audits or enable the conduct of external audits;



l. to enable an actual or proposed assignee of DBP, or participant or sub-participant or transferee of DBP's rights in respect of the Data Subject to evaluate or consummate a transaction intended to be the subject of the assignment, transfer, participation or sub-participation;

m. to comply with contractual arrangements or to support initiatives, projects and programs by or between financial industry self-regulatory organizations, financial industry bodies, associations of financial services providers or other financial institutions (each, an "Industry Organization"), including assisting other financial institutions to conduct background or credit checks or collect debts;

n. to manage DBP's relationship with the Data Subject, which may include providing information about the Data Subject or a Related Person/s, to DBP and any of its affiliates and subsidiaries

o. for marketing to me/us and to individuals with similar profiles, attributes or behavior, banking, financial, credit, investment, trust, insurance, loan, mortgage, and wealth management related products or services, conducting market, product and service research, and designing or refining any products or services including by conducting data analysis, and surveys, by various modes of communication including mail, telephone call, SMS, fax, electronic mail, internet, mobile, social media, chat, biometric, and other technological tools and development;

p. to comply with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information within DBP and any of its affiliates and subsidiaries, and any other use of data and information in accordance with any DBP programs for compliance with tax, sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities; and,

q. any other transactions and/or purposes analogous or relating directly thereto.

At the same time, I/we agree that the Information shall be retained by DBP for as long as necessary for the fulfillment of any of the aforementioned Purposes, and shall continue to be retained for a period of two (2) years notwithstanding the termination of any of the above Purposes.

Further, I/we understand that, with respect to my/our submission, collection and processing of the Personal Data of Related Person/s, it is my/our duty and responsibility: (i) to inform said Related Person/s of the Purpose/s for which his/their Personal Data have been submitted, collected and processed by DBP, (ii) to obtain consent from the said Related Person/s for the collection and processing of his/their Personal Data/Information in accordance with the Data Privacy Act of 2012, and (iii) to inform DBP that such consent from said Related Person/s have been obtained.

I/we hereby acknowledge that I/we have been provided with the written notification below on my/our rights as a Data Subject (each, a "Right", collectively, the "Rights") in accordance with the Data Privacy Act of 2012, to wit:

- i. to be informed whether Information and/or Personal Data is being or has been processed.
- ii. to require DBP to correct any Information and/or Personal Data relating to the Data Subject which is inaccurate;
- iii. to object to the processing of the Information and/or Personal Data in case of changes or amendments to the Information and/or Personal Data supplied or declared to the Data Subject;
- iv. to access the Information and/or Personal Data;
- v. to suspend, withdraw or order the blocking, removal or destruction of the Data Subject's Personal Data from DBP's information database system.

I/we acknowledge, further, that if I/we was/were to exercise any of the Rights enumerated above, DBP reserves its right to re-evaluate and/or terminate its Business with me/us as well as any of the Purposes and/or DBP services/products for which the Information and/or Personal Data has been collected and processed.

I/We have read and understood the above and hereby consent to, agree on, accept and acknowledge these terms of consent for myself/ourselves and/or as agent/s for and on behalf of the principal/s I/we represent by signing below

Signed in \_\_\_\_\_ on \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Signature over Printed Name

or

\_\_\_\_\_  
Company Name

By:

\_\_\_\_\_  
Authorized Signatory  
Signature over Printed Name

#### **ADDITIONAL INFORMATION**

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Unit**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 818-9511 to 20/818-9611 to 20, email: [info@dbp.ph](mailto:info@dbp.ph).