



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **29 January 2021, 12:00 Noon**:

<b>NAME OF PROJECT</b>	<b>Renewal of Subscription of Data Governance Solution of the Insurance Commission</b>
<b>PURCHASE REQUEST/REF. NO.</b>	<b>2021 – 01 – 004</b>
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	Nine Hundred Seventy Five Thousand Pesos (Php975,000.00) inclusive of taxes and other charges

**I. TERMS OF REFERENCE:**

ITEM NO.	RENEWAL OF SUBSCRIPTION OF DATA GOVERNANCE SOLUTION OF THE INSURANCE COMMISSION	QTY	U/M
		101	USERS
I	<b>OVERVIEW</b>		
	<p>Insurance Commission is extending an invitation to participate in the Renewal and Upgrade of IC Data Governance Solution software bid process. The intent is to establish a fair and equitable partnership with a market leader in Data Governance software. This Terms-Of-Reference (TOR) was created in an effort to support and develop Insurance Commission Data Protection initiatives.</p> <p>Insurance Commission is requesting that you deliver a timely response to this proposal. A response does not guarantee a business relationship. A response will enable Insurance Commission to evaluate your capabilities and potential for providing value.</p>		
II	<b>OBJECTIVE</b>		
	<p>1. Meet regulatory requirement – mandated by National Privacy Commission (NPC) for Data Privacy Act of 2012 Compliance</p>		

	2. Reduce Risks of 'Insider Threat' – Ability to detect and remediate 0-day attacks, such as Ransomware. Secure sensitive and confidential information monitor its use and alert against misuse and data breach. Ensure 'least privilege access' is met and maintained		
	3. Reduce CAPEX and OPEX costs associated with data storage and management by identifying stale data for archival and visibility of the data usage and its use for forensic investigation		
III	<b>TECHNICAL SPECIFICATIONS</b>		
	<b>PART NO.</b>	<b>DESCRIPTION</b>	<b>QTY</b>
	DAW-101-250MS	DatAdvantage for Windows Software Subscription and Support	101
	DCF-101-250MS	Data Classification Engine for Windows Software Subscription and Support	101
	DLS-101-250MS	DatAlert Suite Software Subscription and Support	101
	CL-1-5-MS	Collector Software Subscription and Support	1
IV	<b>OTHER REQUIREMENTS</b>		
	<b>1. Warranty / Installation / Maintenance Support</b>		
	<b>a. One (1) Year License Subscription, Support and Maintenance</b>		
	i. On call support shall be available 24 hours a day, 7 days a week. A two (2) hours response through telephone call or email shall be provided from the time of the first call or email by IC Personnel.		
	ii. Must provide unlimited technical phone consultation.		
	iii. Onsite support must have a response time of not more than four (4) hours from the time of the call in cases where in the phone or email support could not solve the problem.		
	iv. Maintenance must include firmware updates, software patches, and driver updates, minor and major release, if available.		
	v. Provide a total of 12x on-site visit or local support for reconfiguration, changes, moves, adds, relocation, reprogramming and other activities to be non-maintenance.		
	vi. Provide RCA (Root Cause Analysis) after solving the problem.		
	vii. Provide Pro-active maintenance support that automatically generates reports and sends notification to the manufacturers 24x7 call support centers in cases of system abnormality, so that components will be replaced and errors fixed before failure occurs.		
	viii. Prospective supplier/service provider must provide procedures on support and problem escalation.		
	ix. Prospective supplier/service provider must have a 24 x 7 helpdesk system via phone and email support. Helpdesk system must automatically track, monitor and escalate open case until the issue is declared resolved and closed. Prospective supplier/service provider should be ready for a site visit and show how their current helpdesk system works.		

	x. Helpdesk service facility shall include:
	a. Technical engineer dispatch facility
	b. Case logging and monitoring
	c. Support history and reporting
	<b>2. TRAINING AND TESTING</b>
	i. Laboratory testing and intensive trainings of all IT personnel for the new software solution.
	<b>3. CONFIDENTIALITY</b>
	The winning bidder shall treat as confidential all information obtained from Insurance Commission in relation to this engagement, and shall not divulge such information without Insurance Commission prior written consent.
V	<b>DOCUMENTATION</b>
	1. Complete documentation of installation and configuration for all components (software and hardware), utility and other applications
	2. Warranty Certificate
	3. User and system manuals
VI	<b>CERTIFICATION</b>
	1. The winning bidder must secure certification from the manufacturer that they are certified reseller or partner of the proposed equipment.
	2. The winning bidder must secure certification from the manufacturer that they are certified to provide technical service support.
VII	<b>ACCEPTANCE</b>
	1. Acceptance shall be issued upon compliance of the foregoing. IC IT personnel shall review and conduct testing on the delivered software based on its functions. All deliverables mentioned above shall be checked by IC and complied by the winning bidder before the final acceptance and turnover of the project.
	2. The subscription period for software shall commence upon <b><u>ISSUANCE OF CERTIFICATE OF ACCEPTANCE</u></b> by the Procuring Entity.
	3. Project User Acceptance Test Procedures.
	4. Project Hand Over documents.
XIII	<b>DELIVERY ADDRESS AND DATE</b>
	Supply and Delivery must be <b>FIFTEEN (15) days</b> from receipt of Notice to Proceed (NTP) and installation, testing and knowledge training must be <b>FIFTEEN (15) days</b> from delivery of the goods.

## II. CONTRACT COST AND PAYMENT:

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered item/s.

## III. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. ***PhilGEPS Registration Certificate, Notarized Omnibus Sworn Statement, Mayor's Permit, SEC Registration and Income/Business Tax Return*** shall be attached upon submission of the Quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at contact numbers (02) 8523-8461 to 70 loc. 107 or +639565313531. **DUE TO THE GENERAL COMMUNITY QUARANTINE (GCQ), QUOTATIONS** must be submitted through e-mail at [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph)

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.



**EDWIN CORNELIUS A. LAUZ**

Chairperson

Bids and Awards Committee

25 January 2021

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:]* The owner or sole proprietor is 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;

*[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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*