



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 who 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 **08 August 2023, 12:00 Noon**:

| | |
|----------------------------------|--|
| NAME OF PROJECT | Procurement of Secure Socket Layer (SSL) Certificate for the Insurance Commission |
| PURCHASE REQUEST/REF. NO. | 2023 – 07 – 223 |
| LOCATION | Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila |
| APPROVED BUDGET | One Hundred Thousand Pesos (PhP100,000.00) <i>inclusive of taxes and other charges</i> |

The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **08 August 2023, 12:00 Noon**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph
- Joel Lorenzo L. Maling, Information Systems Analyst I
jll.maling@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, and to reject all Quotations/Bids at any before the 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.


EDWIN CORNELIUS A. LAUZ
Division Manager
Information Technology Division

TERMS OF REFERENCE

- **OBJECTIVE:**

This procurement aims to acquire high-quality and reliable SSL Certificates for IC's web applications, aiming to establish a secure and encrypted online environment that safeguards sensitive data and user information. The SSL Certificates sought should adhere to industry best practices, providing robust encryption, authentication, and validation while ensuring compatibility with various web browsers and platforms. Through this procurement, the IC aims to enhance the trust and confidence of its users, bolster data integrity, and protect against potential cyber threats, ultimately elevating the overall security posture of its web applications and reinforcing its commitment to delivering a safe and seamless user experience.

- **TERMS OF REFERENCE:**

| SECURE SOCKET LAYER (SSL) CERTIFICATE 2-Year Organization Validated Wildcard SSL/TLS Certificate | |
|---|--|
| Validity: Two (2) Years | |
| SSL Certificate for IC Domain (Common Name): *.insurance.gov.ph | |
| 1. | Must apply to IC Domain (INSURANCE.GOV.PH) and unlimited sub-domain. |
| 2. | Must secure both www.insurance.gov.ph and insurance.gov.ph (without the www). |
| 3. | Must secure site seal. |
| 4. | The certificate should protect the website from brute force attacks using signature algorithm strength of SHA-256 (minimum) and 2048-bit root certificates. |
| 5. | Universal compatibility with all browsers and devices. |
| 6. | The certificate should have an unlimited server license. A separate certificate for each server should be generated in the system with unique key pairs for each server. |
| 7. | The certificate should allow the administrator to issue copies of certificates to all servers, each of which should be assigned its own private key. |
| 8. | Provides secure authentication between web browsers and servers as well as server-to-server authentication. |
| 9. | The certificate should ensure 24x7 certificate issuance, in which a dedicated validation team should work around the clock to process requests as quickly as possible. |
| 10. | The certificate must be 99.9% wildcard compatible. |
| 11. | The provider should be a certificate authority and has an underwritten liability program. |

| |
|---|
| 12. Provides secure authentication between web browser and server as well as server-to-server authentication. |
| 13. Must include a free portal to manage purchased certificate/s. |
| TECHNICAL SUPPORT AND AVAILABILITY |
| 1. On-call support shall be available 8 hours a day, 5 days a week. A two (2) hours response from the time of the call (through telephone call) shall be provided. |
| 2. Provide pro-active maintenance support that automatically generates reports and sends notifications to the manufacturer's 24x7 call support centers and IC ITD personnel in cases of system abnormality. |

1. Prospective bidders shall bid for all the items mentioned above.
2. The prospective supplier/service provider shall supply and deliver these items, including related certifications and documentation.

- **SCHEDULE OF DELIVERY:**

Supply, Delivery, and Activation of the **Secure Socket Layer (SSL) Certificate for the Insurance Commission** must not be later than 20 November 2023 upon receipt of the Notice to Proceed (NTP).

- **CONTRACT COST AND PAYMENT:**

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

- **TERMS OF PAYMENT**

IC shall pay the Service Provider the total amount upon acceptance of the required deliverables, subject to the deduction of applicable taxes.

- **GENERAL CONDITIONS:**

1. All quotations must be typewritten on the company's letterhead or in an accomplished Reply Slip (Template Attached) duly signed by the company's authorized representative.
2. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through

email not later than **08 August 2023, 12:00 Noon**, to the Information Technology Division through the following:

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3. ***Certified True Copy of the supplier's Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Signed and Notarized Omnibus Sworn Statement (Template Attached), and Latest Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. All quotations shall be considered fixed prices and not subject to price escalation during contract implementation.
5. 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 before 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.


EDWIN CORNELIUS A. LAUZ
Division Manager
Information Technology Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Procurement of Secure Socket Layer (SSL) Certificate for the Insurance Commission**, I/We quote you on the item at prices noted below:

| ITEM NO. | DESCRIPTION | QTY | U/M | Unit Price | Total Price |
|---------------------------------|--|-----|-----|------------|-------------|
| 1 | Procurement of Secure Socket Layer (SSL) Certificate for the Insurance Commission - 2-Year Organization Validated - Wildcard SSL/TLS Certificate | 1 | lot | | |
| TOTAL BID PRICE, Pesos : | | | | | |
| Plus 12% RVAT : | | | | | |
| TOTAL BID PRICE PHP : | | | | | |

Total Amount in Words :

(PhP)

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

Certified copies of the following documents are likewise enclosed:

- Valid PhilGEPS Registration Certificate;

- Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;
- Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- Latest Income/Business Tax Returns (ITR).

Signature Over Printed Name of
Supplier/Authorized Representative

Position :

Date :

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

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]