



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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 **13 September 2019, 12:00 Noon**:

NAME OF PROJECT	Procurement for the Two (2) Year Subscription of Secure Socket Layer (SSL) Certificate
PURCHASE REQUEST/REF. NO.	2019 – 09 – 273
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Ninety Thousand Pesos (PhP 90,000.00)

I. TERMS OF REFERENCE:

1. Prospective bidders shall bid for the Subscription of Secure Socket Layer (SSL) Certificate to the IC at 1071 United Nations Avenue, Ermita Manila:

A. SSL Certificate for IC Domain

- i. Must apply to IC Domain (*INSURANCE.GOV.PH*) and unlimited sub-domain.
- ii. Must secure both *www.insurance.gov.ph* and *insurance.gov.ph* (*without the www*).
- iii. Must secure site seal.
- iv. The certificate should protect the website from brute force attacks by using 256-bit encryption along with 2048 bit root certificates.
- v. Universal compatibility with all browsers and devices.

- vi. Certificate should have unlimited server license. Separate certificate for each server should be generated in the system with unique key pairs for each server.
- vii. The certificate should allow the administrator to issue copies of certificates to all servers, each of which should be assigned its own private key.
- viii. The certificate should ensure 24x7 certificate issuance in which a dedicated validation team should be working around the clock to process request as quickly as possible.
- ix. The certificate must be 99.9% wildcard compatible.
- x. The provider should be a certificate authority and has an underwritten liability program.

B. Technical Support / Availability

- i. On call support shall be available 8 hours a day, 5 days a week. A two (2) hours response from time of the call (through telephone call) shall be provided.
- ii. Provide pro-active maintenance support that automatically generates reports and sends notification to the manufacturers 24x7 call support centers and IC IT personnel in cases of system (hardware and software) abnormality.

II. **SCHEDULE OF DELIVERY:**

Procurement for the Two (2) Year Subscription of Secure Socket Layer (SSL) Certificate must be not more than **five (5) days** upon receipt of **Notice to Proceed (NTP)** and must be delivered at 1071 United Nations Avenue, Ermita, Manila.

III. **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 items.

IV. **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 to subject to price escalation during the contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 523-8461 to 70 loc. 107. The **QUOTATION** may be submitted through e-mail at bacsec@insurance.gov.ph or delivered to the following address:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Ground Floor, Insurance Commission Bldg.,
1071 United Nations Ave., Ermita, Manila

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

___ September 2019

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;

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 ___, 2019 at _____, Philippines.

Bidder's Representative/Authorized Signatory