CREDIT INFORMATION
CORPORATION

6F Exchange Corner Building
107 V. A. Rufino Street corner Esteban
St., Legaspi Village, Makati City 1229
8236-5900 | www.creditinfo.gov.ph

December 17, 2022

<div align="center">

REQUEST FOR QUOTATION
No.: 2022-CIMS(013)-NPSVP-0064

Procurement of Managed File Transfer
(Negotiated Procurement – Small Value Procurement)

</div>

Sir/Madam:

The Credit Information Corporation through **Credit Information Management Services** invites you to submit your quotation / offer for the item/s described below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference **(see Annex "B")**.

QTY	UOM	Particulars	Unit Cost (in PhP)	Approved Budget for the Contract (ABC in PhP)
1	**Lot**	**Procurement of Managed File Transfer**	**213,221.82**	**213,221.82**

Contract Duration: One (1) calendar year
Delivery Schedule: Within thirty (30) calendar days upon receipt of Notice to Proceed.
Delivery Site: 6F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St., Legaspi Village, Makati City

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **December 23, 2022, 5:00 p.m.**

1. **PhilGEPS Certificate/Number;**
2. **Mayor's/Business Permit for the current year;**
3. **Notarized Omnibus Sworn Statement (Annex C);** and
4. For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary's Certificate or Board Resolution (Corporation).**

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to procurementunit@creditinfo.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.
Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.

<div align="center">

PHOEBE ANN R. WAGAN
Administrative Services Officer V

</div>

N.B.: The duly accomplished Proposal (Annex A), together with the other required documents, shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, after issuance of Notice of Award but before payment:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit for the Year 2022;

PhilGEPS Platinum Registration Certificate may be submitted **in lieu** of the foregoing documents.

If unable to have the Omnibus Sworn Statement notarized, an unnotarized Omnibus Sworn Statement may be submitted, subject to compliance therewith after award of contract but before payment.

PRICE PROPOSAL FORM

Date: _____

Administrative Office
Credit Information Corporation
6F, Exchange Corner Bldg., 107 VA Rufino St.
cor. Esteban St., Legaspi Village, Makati City

Sir/Madam:

Having examined the Request for Quotation No. RFQ No. 2022-CIMS(013)-NPSVP-0064, which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

QTY	UOM	Particulars	Unit Cost (in PhP)	Bid Price in PhP (Inclusive of VAT)
1	Lot	**Procurement of Managed File Transfer**		

Contract Duration: One (1) calendar year

TOTAL BID PRICE IN WORDS:

_____

We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this _____.

_____
Signature of Authorized Representative

_____
Printed Name of Authorized Representative

_____
Capacity

Duly authorized to sign Proposal for and on behalf of: _____

COMPLIANCE FORM
Technical Specifications
Procurement of Managed File Transfer

1. **Overview**

The Credit Information Corporation (CIC) is mandated to collect and aggregate borrower's credit data to establish the credit worthiness of borrowers. Secure File Transfer (SFT) Solution plays an important role in the collection, submission and updating of credit data of the Credit Information System (CIS). CIC needs a Secure File Transfer Solution to efficiently manage the platform where the submitting entities (SEs) submit their credit data securely.

CIC uses the Hypervisor Management Solution with the following features:
1. Support multiple FTPS/HTTPS related cipher suites
2. Support multiple SFTP related cipher suites
3. Support for SFTP Key Exchange Methods (KEX)
4. Management console to:
    a. monitor and terminate active sessions,
    b. view access reports or statistics,
    c. creating, removing, deleting groups and user accounts
    d. configure logs and SFTP server settings
    e. manage folders and configure folder permissions
    f. manage files and configure allowable file types

2. **Purpose**

The CIC aims to continually provide a secure and easy-to-manage technology that integrate with other CIS infrastructure and systems of the CIC to securely support and receive the credit data submitted by its partners and submitting entities while overcoming its limited budget and man-power resources.

3. **Scope**

The paid license covers to receive professional services, product updates and versions, and access to Technical Support for one year.

4. **Definition of Terms**

Term	Definition
HTTPS	Hypertext Transfer Protocol Secure (HTTPS) is an extension of the Hypertext Transfer Protocol (HTTP). It is used for secure communication over a computer network, and is widely used on the Internet. In HTTPS, the communication protocol is encrypted using Transport Layer Security (TLS) or, formerly, Secure Sockets Layer (SSL). The protocol is therefore also referred to as HTTP over TLS, or HTTP over SSL.

Key Exchange	Key exchange (also key establishment) is a method in cryptography by which cryptographic keys are exchanged between two parties, allowing use of a cryptographic algorithm.
Service Level Agreement (SLA)	A commitment between a service provider and a client. Particular aspects of the service – quality, availability, responsibilities – are agreed between the service provider and the service user
SFTP	Secure File Transfer Protocol (SFTP) is a file protocol for transferring large files over the web. It builds on the File Transfer Protocol (FTP) and includes Secure Shell (SSH) security components.

This term is also known as Secure Shell (SSH) File Transfer Protocol.

Secure Shell is a cryptographic component of internet security. SSH and SFTP were designed by the Internet Engineering Task Force (IETF) for greater web security. |

5. **Duties and Responsibilities**

5.1. Service Provider (SP)
The SP's responsibilities with respect to this project are as follows:
1. The installation of license must be completed within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP). Otherwise, the SP shall pay a penalty in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.

2. Fine tune, correct and/or enhance as may be needed to address business requirements

3. Correct/fix any system problems identified within the agreed service level

4. Implement recommended remedial action, security updates, system upgrades for Data Center from quarterly health checks or as needed

5. Provide Service Delivery Manager (SDM) as a single point of contact for technical support and service delivery concerns. The SDM shall notify the CIC seven (7) days prior to any scheduled maintenance and other service interruption.

6. Provide unlimited support services including email, phone/call assistance, and remote access/remote desktop connection (8:30am to 5pm, Monday to Friday), consisting of 24x7 online helpdesk facility

and competent technical support personnel as described in Section 6.1.

5.2. Credit Information Corporation

CIC's responsibilities with respect to this project are as follows:

1. Grant the SP's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned personnel of the CIC Technical Support Department.

2. Secure the necessary access pass and building permit required by the building administrator and assumes responsibility for the safe custody and use of the equipment installed by the SP.

3. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the SP.

4. Issuance of a Certificate of Inspection and Acceptance to the SP upon successful completion of the testing certifying that the SP conforms to all requirements stipulated in this document.

5. Pursuant to General Procurement Policy Board (GPPB) Resolution No. 019-2006 dated 06 December 2006, at the end of each year, the CIC will conduct an assessment of the quality of service provided particularly the cost charged by the SP and the range of services it offers against other service providers in the area.

6. Conducts assessment/evaluation of the SP 60 days before the end of the contract.

6. **Requirements**

6.1. General

Items	Requirements	Statement of Compliance "Comply" or "Not Comply"	Proof/Evidence of Compliance
1. Service Provider	a.) Duly notarized statement that the SP has been in business of providing the CIC's existing SFTP Solution for at least five (5) years prior to the deadline for the submission of bids. b.) The SP must establish a single point of contact call center operations/helpdesk with hotline numbers to provide timely and responsive trouble reporting, incident handling, problem escalation and field support for all problem related issues. c) The SP must provide escalation or incident management procedures, including the complete names of		

	contact persons, positions, email address, mobile and landline numbers. The SP shall inform CIC of any changes on the escalation or incident management procedure immediately. d) The SP should provide unlimited phone, email, chat and any form of electronic communications and messaging support for one (1) year. 8:30 to 5PM, Monday to Friday for local support, and 24x7 for international helpdesk support. e) The SP should provide a consumable 8x5 onsite support with next business day response time for one year. Four (4) visits of free onsite support during the contract period. f) Implement recommended remedial action, security updates, system upgrades as needed.		
2. Service Delivery Manager	a) The SP should assign a Service Delivery Manager (SDM) to CIC for the project to ensure all requirements of this contract are successfully delivered to CIC. b) The SDM should have at least two (2) year service delivery or project management experience in handling similar project implementation. *(Provide curriculum vitae and related certifications.)*		
3. Technical Support Staff	a) The SP should assign at least two (2) Technical Support/Engineers to the CIC project. They must be permanent employees of the Service Provider for at least one and half (1 ½) years. (*Provide Certificate of Employment, updated curriculum vitae & related certifications.*) b) The SP must provide technical Engineer to perform migration of the existing setup		

6.2. Technical Requirements

Items	Requirements	Statement of Compliance "Comply" or "Not Comply"	Proof/Evidence of Compliance
System Overview	Standard Support Coverage- 1 x MFT Serv-U with One (1) year Standard Support		
	Support for version TLS 1.2		
	Support for the following FTPS/HTTPS related Cipher Suites: 1. ECDHE-RSA-AES256-GCM-SHA384 2. ECDHE-RSA-AES256-SHA384 3. ECDHE-RSA-AES256-SHA 4. DHE-DSS-AES256-GCM-SHA384 5. DHE-RSA-AES256-GCM-SHA384 6. DHE-RSA-AES256-SHA256 7. DHE-DSS-AES256-SHA256 8. DHE-RSA-AES256-SHA 9. DHE-DSS-AES256-SHA 10. DHE-RSA-CAMELLIA256-SHA 11. DHE-DSS-CAMELLIA256-SHA 12. AES256-GCM-SHA384 13. AES256-SHA256 14. AES256-SHA 15. CAMELLIA256-SHA 16. ECDHE-RSA-AES128-GCM-SHA256 17. ECDHE-RSA-AES128-SHA256 18. ECDHE-RSA-AES128-SHA 19. DHE-DSS-AES128-GCM-SHA256 20. DHE-RSA-AES128-GCM-SHA256 21. DHE-RSA-AES128-SHA256 22. DHE-DSS-AES128-SHA256 23. DHE-RSA-AES128-SHA 24. DHE-DSS-AES128-SHA 25. DHE-RSA-SEED-SHA 26. DHE-DSS-SEED-SHA 27. DHE-RSA-CAMELLIA128-SHA 28. DHE-DSS-CAMELLIA128-SHA 29. AES128-GCM-SHA256		

	30. AES128-SHA256 31. AES128-SHA 32. SEED-SHA 33. CAMELLIA128-SHA 34. IDEA-CBC-SHA 35. ECDHE-RSA-RC4-SHA 36. RC4-SHA 37. RC4-MD5		

	Support for the following SFTP related Cipher Suites:
	CIPHERS:
	  1. AES256-CTR
	  2. AES192-CTR
	  3. AES128-CTR
	  4. 3DES-CBC
	  5. BLOWFISH-CBC
	  6. AES256-CBC
	  7. AES128-CBC
	  8. CAST128-CBC		

	MACS:
	  1. HMAC-SHA1
	  2. HMAC-SHA1-96
	  3. HMAC-MD5
	  4. HMAC-MD5-96
	  5. HMAC-SHA2-256
	  6. HMAC-SHA2-384
	  7. HMAC-SHA2-512		

	Support for SFTP Key Exchange Methods (KEX):
	  1. DIFFIE-HELLMAN-GROUP1-SHA1
	  2. DIFFIE-HELLMAN-GROUP14-SHA1
	  3. DIFFIE-HELLMAN-GROUP14-SHA256
	  4. DIFFIE-HELLMAN-GROUP-EXCHANGE-SHA256		

	Management console or application to:
	  1. monitor and terminate active sessions
	  2. view access reports or statistics
	  3. creating, removing, deleting groups and user accounts
	  4. configure logs, and server settings
	  5. manage folders, and configure folder permissions
	  6. manage files, check file integrity, and configure allowable file types		

6.3. Service Level

Items	Requirements	Statement of Compliance "Comply" or "Not Comply"	Proof/Evidence of Compliance
1. Change Requests (CR)	CR must be acknowledged by the SP within two (2) hours upon receipt, Mondays to Fridays, 8:30-5:00 PM.		
2. Incident Response	a) Help-desk facility available twenty-four by seven (24x7) to receive report on any issues b) Incident Response/support tickets relayed through helpdesk, email, phone, or instant messaging must be acknowledged by the Service Provider within two (2) hours upon receipt, and c) Resolve issues within six (6) hours upon acknowledgement.		
3. Service Report	a) The SP must provide service reports for each onsite support service performed and shall be verified and acknowledged by CIC authorized personnel. b) The SP shall submit a detailed problem resolution report for every service requested within 24 hours. It shall include details of actions taken in resolving the problem duly acknowledged by the authorized CIC personnel.		

7. **Schedule of Delivery**

The Service Provider shall commence delivery and implementation of the services within thirty (30) calendar days (lead time for delivery for non-stock items) upon receipt of the Notice to Proceed.

8. **Terms of Payment**

Payment shall be made on the following:

1. Payment shall be made on a one time basis subject to submission of billing statement and other supporting documents by the SP, subject to the Issuance of Certificate of Satisfactory Service by CIC.

2. The start of billing shall be based on the date of issuance of "Certificate of Acceptance".

3. Payments shall be subject to the "Warranty" provisions in the form of retention money in an amount equivalent to at least one percent (1%) of the Contract Price required in Section 62 of R.A. 9184 and its IRR.

9. Contract Termination

Both parties have the option or terminate the contract acceptable to both parties based on the Philippine Government Procurement Reform Act and its Implementing Rules and Regulations, GPPB Guidelines or its issuances, and other Philippine laws as applicable.

Pursuant to Annex I of the 2016 Revised Implementing Rules and Regulations, as of 15 July 2022, of the Republic Act No. 9184, the CIC reserves the right to terminate the Procurement of Managed File Transfer on the following grounds:

a. Termination by Default:

    1. Pursuant to Section 68 of the 2016 Revised IRR, when outside of force majeure, the SP fails to deliver or perform any or all of the contract deliverables within the period specified in the contract, or within any extension thereof granted by the CIC pursuant to a request made by the SP prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
    2. Pursuant to Section 68 of the 2016 Revised IRR, the SP, as a result of the force majeure, is unable to deliver or perform any or all of the contract deliverables, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of notice from the CIC stating that the circumstances of force majeure is deemed to have ceases; or
    3. The SP fails to perform any other obligation under the contract.

b. Termination for Convenience, in whole or in part. If the CIC has determined the existence of conditions that make the contract implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law and national government policies.

c. Termination for Insolvency. If the SP is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction.

d. Termination for Unlawful Acts. In case it is determined prima facie that the SP engaged, before or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation.

STATEMENT OF COMPLIANCE

Dated this _____.

_____
Signature of Authorized Representative

_____
Printed Name of Authorized Representative

_____
Capacity

Duly authorized to sign Compliance for and on behalf of: _____

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 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;

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 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; and

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.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CIC BAC and CIC notices may be transmitted.

Telephone No/s.: _____

Fax No/s.: _____

E-mail Add/s.: _____

It is understood that notices/s transmitted in the above-stated telephone/fax numbers   and/or e-mail address/es are deemed received as of its transmittal and the reckoning   period for the reglementary periods stated in the bidding documents and the revised   Implementing Rules and Regulations of Republic Act No. 9184 shall commence from   receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of _____, 2017 at _____, Philippines.

_____
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this __ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ .

Witness my hand and seal this ____ day of *[month] [year]*.

NAME OF NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of _____.

Note:

"Sec. 12. Competent Evidence of Identity – The phrase   "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's   license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and   Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CIC.