



October 26, 2023

**REQUEST FOR QUOTATION**  
**No.: 2023-CIMS(023)-NPSVP-0035**

**Procurement of SSL Certificates**  
(Negotiated Procurement – Small Value Procurement)

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"**).

LOT	Particulars	QTY	UOM	Unit Cost (in PhP)	Approved Budget for the Contract (ABC in PhP)
	<b>1. Certificates for One (1) Year Organization Validation Wildcard SSL</b> Common Name: *.creditinfo.gov.ph *.creditinfo.com.ph *.creditinfo.dev.com.ph	1	lot	<b>114,208.08</b>	<b>114,208.08</b>
1	<b>2. Certificates for One (1) Year Extended Validation SSL</b> - a2a-test.creditinfo.com.ph - a2a.creditinfo.com.ph - online.creditinfo.com.ph - wftp.creditinfo.com.ph - ftp-test.creditinfo.com.ph - ftp.creditinfo.com.ph - online-test.creditinfo.com.ph - sftp.creditinfo.com.ph	1	lot	<b>188,191.92</b>	<b>188,191.92</b>
<b>TOTAL ABC in PhP (Inclusive of VAT)</b>					<b>302,400.00</b>

Contract Duration: One (1) Year  
 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 **November 3, 2023, 12:00 p.m.**

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

*Note: PhilGEPS Platinum Registration Certificate may be submitted in lieu of PhilGEPS Number, and Mayor's/Business Permit for the current year*

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](mailto: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.

  
**PHOEBE ANN R. WAGAN**  
Administrative Services Officer V

**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. 2023-CIMS(023)-NPSVP-0035, 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:

LOT	Particulars	QTY	UOM	Unit Cost (in PhP)	Bid Price in PhP (Inclusive of VAT)
	<b>1. Certificates for One (1) Year Organization Validation Wildcard SSL</b> Common Name: *.creditinfo.gov.ph *.creditinfo.com.ph *.creditinfo.dev.com.ph	1	lot		
<b>1</b>	<b>2. Certificates for One (1) Year Extended Validation SSL</b> - a2a-test.creditinfo.com.ph - a2a.creditinfo.com.ph - online.creditinfo.com.ph - wftp.creditinfo.com.ph - ftp-test.creditinfo.com.ph - ftp.creditinfo.com.ph - online-test.creditinfo.com.ph - sftp.creditinfo.com.ph	1	lot		
<b>TOTAL BID PRICE in PhP (Inclusive of VAT)</b>					

Contract Duration: One (1) 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 SSL Certificates**

**1. Overview**

The Credit Information Corporation (CIC) is mandated to collect and aggregate borrower's credit data to establish the credit worthiness of borrowers. Organization Validation Wildcard Secure Socket Layer plays an important role in collection and data processing activities of the CIC. CIC needs the certificates to secure its connection and keep the data safe.

**2. Purpose**

The CIC aims to renew the certificate for Secure Socket Layer to provide encrypted communication between web browsers and web servers. This will also secure authentication between web servers and server as well as server to server authentication. Wildcard Secure Socket Layer (SSL) will provide an unlimited number of sub domains on a single certificate. This will be used to secure internal servers in both Primary Data Center and Secondary Site.

**3. Scope**

The paid certificates cover to secure the following common names for one (1) year.

- a) OV Wildcard SSL Certificates for
  - 1. \*.creditinfo.gov.ph
  - 2. \*.creditinfo.com.ph
  - 3. \*.creditinfodev.com.ph
- b) EV SSL Certificates for
  - 1. a2a-test.creditinfo.com.ph
  - 2. a2a.creditinfo.com.ph
  - 3. online.creditinfo.com.ph
  - 4. wftp.creditinfo.com.ph
  - 5. ftp-test.creditinfo.com.ph
  - 6. ftp.creditinfo.com.ph
  - 7. online-test.creditinfo.com.ph
  - 8. sftp.creditinfo.com.ph

**4. Definitions of Terms**

Term	Definition
Secure Socket Layer (SSL)	A type of digital security that allows encrypted communication between a website and a web browser.
Organization Validation (OV)	It is a type of certificate issued by the certificate provider to a purchaser if purchaser can meet the two (2) criteria: the right to administratively manage the domain name in question, and perhaps,

	the organization's actual existence as a legal entity.
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
<i>--Definitions are retrieved from Wikipedia.</i>	

## 5. Duties and Responsibilities

### 5.1. Service Provider (SP)

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

1. The renewal and assistance in the installation of certificates 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. Provides free portal to manage the purchased certificates.
3. Provides free SSL and website security checker with evaluation report.
4. Provides free certificate inventory tool to locate all certificates on internal and public networks regardless of issuing Certificate Authority.

### 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.
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	<p>a.) Duly notarized statement that the SP has been in business of providing OV Wildcard SSL for at least five (5) years prior to the deadline for the submission of bids.</p> <p>b.) SP should provide standard 8X5 phone and email support</p>		

### 6.2. Technical Requirements

Items	Requirements	Statement of Compliance "Comply" or "Not Comply"	Proof/Evidence of Compliance
1. System Overview	<p>a.) OV Wildcard SSL Certificates for</p> <ol style="list-style-type: none"> <li>1. *.creditinfo.gov.ph</li> <li>2. *.creditinfo.com.ph</li> <li>3. *.creditinfo.dev.com.ph</li> </ol> <p>b.) EV SSL Certificates for</p> <ol style="list-style-type: none"> <li>1. a2a-test.creditinfo.com.ph</li> <li>2. a2a.creditinfo.com.ph</li> <li>3. online.creditinfo.com.ph</li> <li>4. wftp.creditinfo.com.ph</li> <li>5. ftp-test.creditinfo.com.ph</li> <li>6. ftp.creditinfo.com.ph</li> <li>7. online-test.creditinfo.com.ph</li> <li>8. sftp.creditinfo.com.ph</li> </ol> <p>c.) Signature algorithm strength is SHA-256</p> <p>d.) 2048 bit future proof SSL Certificates</p> <p>e) Issuance speed is 1-3 days</p> <p>f) Universal compatibility with all browsers and devices</p> <p>g) Secures both www.domain.com and domain.com (without the www)</p> <p>h) Secure site seal</p> <p>i) Unlimited SSL server licensing</p>		

	promotion j) Unlimited reissuance of certificate k) Free SSL and Website Security Checker with evaluation reports l) Provides secure authentication between web browsers and server as well as server to server authentication m) Free portal to manage purchased certificate n) Management compatibility with existing Organization Validation SSL o) Other details will be provided upon request		
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**7. Schedule of Delivery**

The Service Provider shall commence delivery and implementation of the following services

OV Wildcard SSL Certificates for 1. *.creditinfo.gov.ph 2. *.creditinfo.com.ph 3. *.creditinfo.dev.com.ph	Within 30 Calendar Days (lead time for delivery for non-stock items) upon receipt of the Notice to Proceed.
EV SSL Certificates for 1. a2a-test.creditinfo.com.ph 2. a2a.creditinfo.com.ph 3. online.creditinfo.com.ph 4. wftp.creditinfo.com.ph 5. ftp-test.creditinfo.com.ph 6. ftp.creditinfo.com.ph 7. online-test.creditinfo.com.ph 8. sftp.creditinfo.com.ph	Before November 19, 2023

**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 SSL Certificates 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**

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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;
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 \_\_\_\_\_, 2023 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.