



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



**REQUEST FOR QUOTATION**

P.R. NO: 2024-09-2431      MODE OF PROCUREMENT: 53.9 NP-SVP  
 P.R. DATE: 13 September 2024      REF. NO.: RFQ-2024-327  
 END-USER: KISS-NIMD      DATE PREPARED: 23 September 2024  
 PRN:      CLOSING DATE/TIME: 27 September 2024      8:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

Item No.	Description	Qty	Unit	TOTAL ABC (P) (VAT Inclusive)
1	Subscription of Digital Secure Socket Layer (SSL) Certificates for Various Website and Information System for the DENR-CO	1	Lot	300,000.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.

3. Interested bidder/s must submit the following documents with check (✓) mark:

A. ELIGIBILITY DOCUMENTS	
✓	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021); Or PhilGEPS Registration Number
✓	Valid and Current Mayor's/Business Permit for CY 2024
✓	Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form with attached: a) Notarized Special Power of Attorney, if sole proprietor opts to appoint a representative; or b) Notarized Secretary's Certificate/Board Resolution evidencing the authority of the designated representative/s for corporation
<i>Notes: 1. Previously submitted Eligibility Documents that remain Valid until the closing date, do not need to resubmitted by the bidder(s)</i> 2. If Annex A documents in the PhilGEPS Platinum Registration are valid, the Business/Mayor's Permit is not required. 3. If the Business/Mayor's Permit has expired, the bidder may submit the official receipt (OR) for renewal with the expired permit renewal application is within the three (3) months form the permits expiration 4. Notarized Special Power of Attorney/Board Resolution/Authorization as authorized representative valid for six (6) months (if applicable)	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
✓	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form per Annex "A"
✓	Valid and current Certificate of Distributorship/Dealership/Ressellership of the brand being offered, issued by the principal or manufacturer of the product (if the Bidder is not the manufacturer). If not issued by the manufacturer, must also submit certification/document linking bidder to the manufacturer.
✓	Brochures/Technical Specification (Original or Internet Download) of the item being offered showing compliance with the required technical specifications.

**Failure to submit all documents as required above shall be automatically disqualified.**

- Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
- Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Refusal to sign and accept the Award or enter into contract without justifiable reason, maybe a ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- Sealed proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2<sup>nd</sup> Floor Warehouse Building, DENR-CO Compound and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph). For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at telephone number (02) 8926-2675.
- Kindly indicate in the marking: **ATTENTION: DENNIS R. COBOL AMP-RFQ-2024-327.**
- DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

**DIANNE G. IBIAS**  
 Chief, Procurement Mgt. Section  
 Property & Supply Management Division

**TECHNICAL PROPOSAL FORM**

**TERMS OF REFERENCE**

As of 09 September 2024

**Subscription of Digital Secure Socket Layer (SSL) Certificates for various Websites and Information Systems of the Department of Environment and Natural Resources (DENR)**

**I. Rationale**

With the onslaught of website and web application hacking, data theft and defacement nowadays, it is imperative that organizations protect themselves by adding additional layers of protection aside from traditional cybersecurity protection. The DENR-CO deemed it necessary to affect the enhancement of its website and information system data protection and stakeholder protection through the procurement of a Wildcard SSL Certificate.

**II. Approve Budget of the Contract**

The total ABC for the project is **Php 300,000.00** inclusive of all applicable government taxes and service charges

**III. Scope of Work**

Supply and delivery of Wildcard Digital SSL Certificates for the **\*.denr.gov.ph** domain with the following key features:

- Valid for a minimum of one (1) year.
- Shall encrypt website traffic and private information to ensure secured transactions
- Capable of full business authentication – verifies business identity and domain ownership.
- Shall have at least 256-bit encryption.
- Shall secure both \*.denr.gov.ph and its subdomain (unlimited subdomains).
- Shall be universally compatible with all web browsers and devices.
- Must have unlimited reissuance of certificate.
- 8x5 Technical Support (phone, email and remote) valid for the duration/validity of the certificate.

**IV. Qualification of Service Provider**

Service providers must have at least three (3) years' experience in providing similar (supply and delivery of Digital SSL Certificates) and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references.

**V. Delivery Period and Place of Delivery**

The winning service provider shall supply and deliver the digital certificate in the form of a paper subscription certificate at the DENR Central Office, through Property and Supply

Visayas Avenue, Diliman, Quezon City 1100, Philippines  
[www.denr.gov.ph](http://www.denr.gov.ph)

**TECHNICAL PROPOSAL FORM**

Management Division (PSMD) located at Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City.

**VI. Duration and other Terms of Contract**

1. The Digital SSL Certificates shall be valid for at least one (1) year upon enrollment.
2. The service provider shall provide a web portal for the easy reissuance and downloading of digital SSL certificates by using a certificate signing request (CSR). A knowledge transfer training for the web portal must be provided to a DENR designated ICT personnel by the winning service provider.
3. The paper subscription certificate shall include the following:
  - Letterhead of the service provider.
  - In favor of the DENR.
  - Name of Project or Procurement.
  - The validity period shall indicate a start and end period and should be at least one (1) year. The start period should start exactly or after the date of receipt of contract (see Section VII – timeline column).

**Note:** Start period earlier or before the date of subscription is acceptable only if advantageous to the DENR such as the validity period is at least one (1) year from date of subscription .

  - 8x5 technical support with the same validity period of the Digital SSL certificate.
  - Signed by a service provider representative and approval to be signed by DENR end-user or his/her representative.
4. The Enrollment of Digital SSL Certificates, Domain Validation, Training and delivery of paper subscription certificate, shall be within fifteen (15) calendar days from receipt of Contract.

**VII. Terms of Payment**

Payment shall be made after complete delivery of project deliverables and pertinent documentary requirements as detailed below:

<b>Timeline</b>	<b>Project Deliverables</b>	<b>Documentary Requirements</b>
Within fifteen (15) calendar days from receipt of Contract	<ul style="list-style-type: none"><li>• Digital SSL Certificate Enrollment.</li><li>• Paper subscription certificate.</li></ul>	<ul style="list-style-type: none"><li>• Signed License Certificate</li><li>• Certificate of Inspection and Acceptance issued by DENR</li><li>• Billing statement or Sales Invoice.</li><li>• Bank Details</li></ul>

**TECHNICAL PROPOSAL FORM**

Prepared by:

  
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KISS-NIMD

  
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KISS-NIMD

Reviewed by:

  
**EUGENE C. DE GUZMAN**  
OIG-Chief  
KISS-NIMD

Approved by:

  
**ARLENE A. ROMASANTA**  
Director  
Knowledge and Information Systems Service  
Department of Environment and Natural Resources

Please specify the brand of the item/Service being offered in the space provided:

Digital Secure Socket  
Layer (SSL) Certificates:

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**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

**Annex A (Page 4 of 4)**

**TECHNICAL PROPOSAL FORM**

**Project Requirements/Terms and Conditions:**

- 1) **Delivery/completion period:** within **Fifteen (15)** calendar days from date of conformance to PO/Contract.
- 2) **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 3) **Price quotation/s,** to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
- 4) **DENR** shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 5) **Replacement of Defective Items:** Within **24** hours upon receipt of Notice of Defects from DENR.
- 6) **Warranty:** Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
- 7) **Amendment to Order** may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
- 8) **Payment** shall be made in accordance with the Government Terms
- 9) **Liquidated Damages (LD)** equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it
- 10) **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY/ UNIT	ABC PRICE (₱)	BIDDER'S PRICE QUOTATION ((₱)
1	Subscription of Digital Secure Socket Layer (SSL) Certificates for Various Website and Information System	1 Lot	300,000.00	

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designation:

Date:

Email Address:

Telefax No.:

Mobile Number:

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