

## REQUEST FOR QUOTATION

**Date** : \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **One (1) Year Subscription of Globalsign Wildcard SSL Certificate for sbcorp.ph Domain** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **December 05, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\* and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

*\*Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*

2. *Special Power of Attorney:*

*a. Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*

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b. *Single Proprietorship* – if the person representing the company or acting on behalf of the company is not the registered owner.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p><b>TERMS OF REFERENCE</b> ONE (1) YEAR SUBSCRIPTION OF GLOBALSIGN WILDCARD SSL CERTIFICATE FOR <a href="http://sbcorp.ph">sbcorp.ph</a> DOMAIN</p>	<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications</i></p>
<p><b>I. OBJECTIVE</b></p> <p>The project aims to continue the protection of SBC’s domain on its presence on the internet by securing all online sites/applications to use port 443 or https. This way the website will ensure confidentiality through encryption of site and the process of disguising information so that it can’t be deciphered by anyone but the intended recipients/users.</p> <p><b>II. SCOPE OF WORK</b></p> <p>The project calls for the subscription of a one (1) year Globalsign Wildcard SSL Certificate for <a href="http://sbcorp.ph">sbcorp.ph</a>. This subscription-based license upon renewal will continue to protect all websites and online applications using https protocol.</p> <p><b>III. TECHNICAL SPECIFICATIONS</b></p> <p><b>1 Year GLOBALSIGN WILDCARD SSL CERTIFICATE FOR <a href="http://sbcorp.ph">sbcorp.ph</a> DOMAIN</b></p> <ul style="list-style-type: none"> <li>• Signature algorithm strength is SHA-256</li> <li>• 2048-bit future proof SSL Certificates</li> <li>• Issuance speed is 1-3 days.</li> <li>• Universal Compatibility with all browsers and devices</li> <li>• Secures both <a href="http://www.domain.com">www.domain.com</a> and <a href="http://domain.com">domain.com</a> (without www)</li> <li>• Secure Site Seal – Unlimited SSL server licensing promotion</li> <li>• Unlimited reissuance of certificate</li> <li>• Underwritten Liability Program \$1,250,000.00</li> </ul>	

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- Provides secure authentication between web browser & server as well as server to server authentication.
  
- Free SSL and Website Security Checker with evaluation reports
  - <https://globalsign.ssllabs.com>
- With a free portal, GlobalSign Certificate Center (GCC) to manage your purchased certificate.
- Optional cost for Basic Vulnerability Assessment Test per domain with reports
- Free Certificate Inventory Tool (CIT) to locate all SSL Certificates on your internal and public networks regardless of issuing CA.
- **WITH INTRANET SSL FOR LOCAL IP ADDRESS**
  - <https://www.globalsign.com/en/lp/certificate-inventory-tool-sign-up>

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications*

#### IV. PROJECT COST

The approved budget for the contract (ABC) is One Hundred Thousand Pesos (PHP100,000), inclusive of applicable taxes. The budget will be taken from ITG’s approved 2025 budget.

#### V. IMPLEMENTATION

The project must be implemented by the activation of Globalsign SSL Certificates for sbcorp.ph domain name within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).

#### VI. CRITERIA OF EVALUATION

The qualified and responsive bidder/s must comply with the technical specifications stated in Item No. III and the bid price must not exceed the approved budget for the contract (ABC).

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications*

**VII. ELIGIBILITY REQUIREMENTS**

Supplier-Bidder must be an authorized Platinum-Level Partner (or equivalent), and authorized Reseller/Value-Added Reseller of the brand it is offering. Supplier-Bidder must submit supporting documents such as, but not limited to, Certification from the original manufacturer/distributor.

Supplier-Bidder must have at least two (2) active and currently employed support engineers duly certified by the original manufacturer/distributor. Supplier-Bidder must submit supporting documents such as, but not limited to, Certificate issued to respective engineers.

Supplier-Bidder must have a physical office or offices in the Philippines. Supplier-Bidder must submit supporting documents such as a valid business permit from the Local Government Unit (LGU) where its office is located.

<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) SBCorp Head Office – Makati City	
c) thirty (30) calendar days upon release of Notice to Proceed	
d) Terms of Payment: 20 days upon receipt of NTP	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC Php100,000.00 Tax Inclusive			In words _____  In figures: _____

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw

lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_