

TERMS OF REFERENCE

1. PROJECT TITLE

Renewal of SSL Security Certificate License and Support for BTr's Web Servers

2. DESCRIPTION

The SSL connection protects sensitive data, such as application transactions, exchanged during each visit, which is called a session, from being intercepted from non-authorized parties.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php35,000.00

Note: Inclusive of 12% VAT, installation, delivery cost all other charges.

4. PROJECT DURATION, DELIVERY, COMMISSION, INSTALLATION AND ACCEPTANCE

Must complete the project within 30 calendar days from the receipt of the Notice to Proceed.

PART I. TECHNICAL SPECIFICATIONS

AGENCY SPECIFICATION	BIDDER'S STATEMENT OF COMPLIANCE	ACTUAL OFFER	REFERENCE
1. Organizational Validated Wildcard SSL 1.1. Validity: One (1) Year 1.2. Trust Level should Organization Validated 1.3. Browser should display HTTPS and must have secure Site Seal 1.4. Secures both www.domain.com and domain.com (without the www) 1.5. Universal compatibility with all browsers and devices 1.6. Signature algorithm strength is SHA-256 or the latest available 1.7. Certificate should be 2048-bit encryption strength 1.8. Certificate to be issued should be Organizational Validated Wildcard SSL 1.9. Unlimited SSL server licensing within certificate validity period 1.10. Unlimited reissuance of certificate			

1.11. Provides secure authentication between web browsers and servers as well as server to server authentication 1.12. Should come with free SSL and website security checker with evaluation reports 1.13. Should have free management portal to manage purchased certificate(s) 1.14. Should certificate discovery and inventory tool to manage SSL/TLS certificates on websites and internal networks regardless of issuing CA 1.15. Should have a certificate authority and has an underwritten liability program			
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PART II. BIDDER'S COMPLIANCE	
1. STATEMENT OF BIDDERS EXISTENCE AND EXPERTISE	
1.1 Must submit certification from the manufacturer or distributor that the bidder is authorized to bid, sell, support, and maintain the products being offered. If a distributor certifies the bidder, they must submit certification from Manufacturer acknowledging the distributor as a partner of the product being offered. 1.2 The bidder must submit certification coming from the manufacturer or distributor that they will extend direct technical support to the end-user for the products offered. 1.3 The Bidder must be operating in the Philippines for the past five (5) years as an IT company and must submit a notarized document. 1.4 The Bidder must have at least one (1) certified expert for SSL Security Certificate and must submit certification. 1.5 The Bidder must submit a certification coming from manufacturer or distributor that the Bidder adheres to the following international and industry-specific compliance standards: <ul style="list-style-type: none"> • ISO 27017 (Security Controls for Cloud Services) • ISO 27701 (Privacy Information Management System) • ISO 27001 (Information Security Management Systems) • ISO 22301 (Business Continuity Management Systems) 1.6 The Bidder must have completed a single largest contract similar to the project to be bid equivalent to at least 50% of the ABC. 1.7 The Bidder must have 1 similar contract within the last 5 years. Similar contracts are those related to Supply and Installation of SSL Security Certificate 1.8 Joint Venture not allowed. 1.9 All certifications must be submitted along with bid documents.	

PART III. OTHER CONDITIONS AND REQUIREMENTS	
1. PROJECT PLANNING, IMPLEMENTATION AND SERVICES	
<p>1.1. Organize project briefing / kick-off meeting and submission of inception report for approval before implementation.</p> <p>1.2. Support start date shall be upon expiration of the existing certificate</p>	
2. TRAINING AND SUPPORT	
2.1. Must provide technology update training for at least three (3) Technical Personnel of Systems Administration Division (SAD) of Management Information Systems Service (MISS) at least once a year for the duration of the maintenance agreement.	
3. SERVICE ACCEPTANCE	
<p>3.1. A "Certificate of Completion" shall be issued, provided that the following conditions are met:</p> <p>3.1.1. Hand-over of all necessary paper licenses (if applicable), installers, duly signed delivery receipts with the breakdown of items being delivered.</p> <p>3.1.2. Submit a warranty and support certificate from the manufacturer. Warranty and support certificate shall have one (1) year coverage</p>	
4. WARRANTY AND SUPPORT	
<p>4.1. The Supplier shall submit a service level agreement (SLA) for the following:</p> <p>4.1.1. For telephone call, SMS and/or email support, a maximum of one (1) hour response time from the time of receipt of request for support.</p> <p>4.1.2. Support must be available eight (8) hours by five (5) days a week.</p> <p>4.1.3. Access to knowledge base portal</p> <p>4.1.4. Pro-active advisories and support (e.g. security updates and capability improvements)</p>	
5. MODE OF PAYMENT	
5.1. One-time payment of the contract shall be made upon acceptance of supply, delivery, and installation of hardware and software components, and upon issuance of the certificate of completion.	
6. OTHER CONDITIONS	
<p>6.1. Freebies (if any/existing)</p> <p>6.1.1. The vendor must submit a list specifying the quantity, name, and description of all included freebies marked as "Freebies".</p> <p>6.2. Delivery of the Equipment</p> <p>All deliveries including freebies, must be delivered to the Property and Supply Management Division (PSMD), under the following conditions:</p>	

<p>6.2.1. Proper coordination of the Vendor with the Systems Administration Division (SAD) prior to the delivery.</p> <p>6.2.2. No deliveries shall be accommodated without the presence of:</p> <p>6.2.2.1. Detailed Delivery Receipts which identify the quantity, the name of the equipment/unit (including freebies), serial numbers, and costings.</p> <p>6.2.2.2. Delivery Receipts and Invoices must be acknowledged and forwarded to the PSMD.</p>	
7. NON-GRAFT CLAUSE	
<p>7.1. The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat, or TWG, to secure this contract.</p>	

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