



Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: bac@prc.gov.ph



**REGULAR MEMBERS:**

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Vice-Chairman

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**OMAIMAH E. GANDAMRA**  
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Provisional Member, IT Projects

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Member

**WIL CHARLOTTE G. OLARTE**  
Member

**REQUEST FOR QUOTATION**  
**Small Value Procurement**  
**RFQ No. 2024-47**

Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
PHILGEPS Registration Number (required): \_\_\_\_\_

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **PROCUREMENT OF SSL CERTIFICATE** under **Negotiated Procurement – Small Value Procurement** under **Section 53.9** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT:  
**PROCUREMENT OF SSL CERTIFICATE**

Bidders who are legally, technically, and financial capable may submit their accomplished open quotation/proposal personally or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph) using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than September 24, 2024 at 09:00 AM**. Evaluation of quotation/proposal will be on **September 24, 2024 at 10:30 AM** at the BAC Office, 4<sup>th</sup> Floor, PRC Annex Building, P. Paredes St., Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent) are required to be submitted:”

1. Valid Mayor’s/Business Permit;

In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor’s Permit, Bidders, in lieu of the valid Mayor’s Permit may submit substantial proof of renewal of Mayor’s Permit, such as Official Receipt of payment.

2. PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Noatrized Omnibus Sworn Statement; and



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5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney as representative* for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, Certificate of Platinum membership may be submitted in lieu of the said documents.

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A" and "B" for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

**L. LOUIS P. VALERA**  
Chairman, Bids and Awards Committee  
Assistant Commissioner, PRC



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**ANNEX "A"**

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided OFFICIAL FORMS (Annex "A" & "B").
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made 30 days upon issuance of Inspection and Acceptance Report by Property and Supply Division and upon submission of all documents, as indicated in the Terms of Reference and other bidding documents.
10. In order to guarantee that manufacturing defects will be corrected by the supplier, a warranty security may be required from the contract for a minimum period of three (3) months, in the case of Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies, per Section 62.1 of the 2016 Revised IRR.

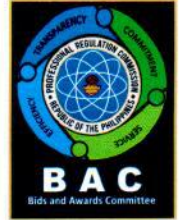
**TERMS OF REFERENCE**

Name of the Project:	<b>PROCUREMENT OF SSL CERTIFICATE</b>
Approved Budget for the Contract:	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of <b>Two Hundred Thirty-Six Thousand Five Hundred Forty-Nine Pesos and Seventeen Centavos (Php236,549.17)</b> inclusive of all applicable bank and government charges.
Project Site:	<b>PROFESSIONAL REGULATION COMMISSION P. Paredes St., Sampaloc, Manila</b>



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**TECHNICAL SPECIFICATIONS**

PROCUREMENT OF SSL CERTIFICATE	
Project Scope	Technical Specifications and Schedule of Requirements
<b>One (1) Year Extended Validation SAN SSL Certificate and 34 Subdomains</b>	<ul style="list-style-type: none"><li>• Signing algorithm is SHA256</li><li>• 2048 bit future proof SSL Certificates</li><li>• Issuance speed is 1-5 working days</li><li>• Activates Green Address Bar</li><li>• Universal Compatibility with all browsers and devices</li><li>• Secures both www.domain.com and domain.com (without the www)</li><li>• Secure Site Seal</li><li>• Unlimited SSL Server Licensing Promotion</li><li>• Unlimited reissuance of certificate</li><li>• Provides secure authentication between web browsers &amp; server as well as server to server authentication</li><li>• Free SSL and Website Security Checker with evaluation reports</li><li>• With free portal to easily manage/monitor procured certificates</li><li>• Sub domain name can be modified by request at no extra cost</li><li>• Must run in server with Windows Server 2012 with Apache 2.4.26 in XAMPP 3.2.2</li><li>• Must run in server with Windows Server 2012 with Apache 2.4.29</li><li>• Must include 24/7 online support</li><li>• Must include ONSITE installation and support</li></ul>
<b>Delivery of the Procured Items:</b> Within Twenty (20) calendar days prior to Dec 15, 2024	

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
PROCUREMENT OF SSL CERTIFICATE**

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE, DESIGNATION  
AND PRINTED NAME OF THE COMPANY



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**ANNEX "B"**

**PRICE QUOTATION SHEET  
FINANCIAL BID**

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

PROCUREMENT OF SSL CERTIFICATE		
PROJECT SCOPE	APPROVED BUDGET FOR THE CONTRACT	PRICE QUOTATION
		TOTAL BID PRICE QUOTATION (In Figure and In Words)
One (1) Year Extended Validation SAN SSL Certificate and 34 Subdomains	Php236,549.17	

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT AND PRICE PER ITEM, INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

**Bidder's authorized signature over printed name**

**Designation:**

**Name of Company:**

**Address:**

**Contact No:**

## Omnibus Sworn Statement (Revised)

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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 **RFQ No. 2024-47/ PROCUREMENT OF SSL CERTIFICATE** of the **PROFESSIONAL REGULATION COMMISSION**, 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 **RFQ No. 2024-47/ PROCUREMENT OF SSL CERTIFICATE** of the **PROFESSIONAL REGULATION COMMISSION**, 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; and
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 examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **RFQ No. 2024-47/PROCUREMENT OF SSL CERTIFICATE.**
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.
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.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



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September 16, 2024

**MR. RUBEN J. PASCUAL**

Secretary General  
Philippine Chamber of Commerce and Industry  
3<sup>rd</sup> Floor, Commerce and Industry Plaza  
#1030 Campus Ave., Cor., Park Avenue  
Mckinley Tower Center, Taguig City

Dear Mr. Pascual:

The Bids and Awards Committee (BAC) of the Professional Regulation Commission-Central Office will be conducting the following procurement activities:

Items to Bid for 2024 Requirements	Schedule of BAC Activities
<b>PROCUREMENT OF SSL CERTIFICATE / RFQ NO. 2024-47</b>	<b>DEADLINE OF SUBMISSION OF BIDS:</b> September 24, 2024 / 09:00 AM  <b>OPENING OF BIDS:</b> September 24, 2024 / 10:30 AM  <b>Venue:</b> BAC Conference Room 4 <sup>th</sup> Floor, PRC Annex Building / Video Conferencing

In view hereof, may we respectfully request your presence, or a representative of your office to sit in as observer to the said proceedings to enhance the transparency of the bidding process.

Thank you.

Very truly yours,

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September 16, 2024

**MR. EDGARD C. MAGPANTAY**  
Contracting & Procurement Manager  
Philippine Institute for Supply Management  
Unit 2502-C East Tower  
Philippine Stock Exchange Center  
Exchange Road, Ortigas Center

Dear Mr. Magpantay:

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NOTICE OF MEETING

**BAC-NOM-2024-111**

TO: BIDS AND AWARDS COMMITTEE

Chairman : Mr. L. Louis P. Valera  
Vice-Chairperson : Mr. Demosthenes N. Mistal  
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Ms. Chrisalynn A. Agos - Secretariat Member (per OO No. 1255 dtd 11.17.23)  
Mr. John Leonard I. Rellosa - Secretariat Member (per OO No. 1255 dtd 11.17.23)

END-USERS/OBSERVERS

Atty. John Lester Tamayo - Commission on Audit (COA)  
Representative - Systems Development & Maintenance Division (SDMD)

Project Name	Agenda	Date and Venue
PROCUREMENT OF SSL CERTIFICATE / RFQ NO. 2024-47	Deadline of Submission of Bids	➤ September 24, 2024 / 09:00 AM
	Opening of Bids	➤ September 24, 2024 / 10:30 AM
Venue: BAC Conference Room 4 <sup>th</sup> Floor, PRC Annex Building/ Videoconferencing		

Your presence is hereby requested.

Thank you.

**L. LOUIS P. VALERA**  
Chairman, Bids and Awards Committee  
Assistant Commissioner, PRC