



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road Diliman, Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

August 26, 2025

**REQUEST FOR QUOTATION**  
**No. SVP- 081-25**

**A. MANDATORY REQUIREMENTS**

1. Submission of documentary requirements:
  - ✓ **Valid Mayor's /Business Permit** or Recently Expired Mayor's/Business Permit for CY 2024 and the Official Receipt as proof of Renewal for CY 2025
  - ✓ **PhilGEPS Registration/Organization Number (Red Membership)**
  - ✓ **Original and Notarized Omnibus Sworn Statement with proof of authority (New Prescribed Standard Form under NGPA from GPPB website)** as a necessary attachment. Proof of authority shall be in the following forms, as applicable:
    - For Single Proprietorship – **Special Power of Attorney**, in case the person signing this Request for Quotation is NOT the business owner, in its original and duly notarized form.
    - For Corporation – **Board Resolution/Secretary's Certificate**, in its original and duly notarized form.
    - For One Person Corporation (OPC) – **President's Certificate/Secretary's Certificate**, in its original and duly notarized form.

***\*The Proof of Authority shall clearly reflect the name of the authorized representative and the project title as indicated in this RFQ.***

***\*In lieu of Mayor's/Business Permit and PhilGEPS Registration Number, a valid PhilGEPS Certificate of Platinum Membership OR a Copy of your DA Bidder's Registry Certificate may be submitted***

- ✓ **Additional Technical Documents:**
  - Certification that they will provide 8x5 Next Business Day onsite support with four (4) hours of response time technical support.

**B. INSTRUCTIONS:**

1. Please write **legibly**.
2. The Request for Quotation (RFQ) form must be submitted in **original form**. The Authorized Representative must affix their wet signature on the RFQ form submitted. Failure to fill out the mandatory information may be ground for disqualification.
3. Blanks with **asterisk (\*) are mandatory**. Failure to fill-up said blanks is a ground to disqualify your quotation.
4. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including **unit price and total price** as well as **sub-total and grand total (if applicable)** and affix their **signature over printed name** indicated in the lower portion of this form.
5. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. Any **interlineations, erasures, or overwriting** shall be valid only if they are **signed or initialed** by the Bidders/Suppliers or their Authorized Representative.
7. **Unsealed or unmarked** bid envelopes shall be **rejected**. In case of bid envelopes that are not properly sealed or marked, the BAC shall assume no responsibility for the premature opening of its content. **Please indicate the Solicitation Number and RFQ Number of the project in the front of the sealed bid envelope.**
8. Quotation(s)/Proposal(s) shall be submitted to the Office of the **Procurement Division, 2<sup>nd</sup> Floor, New Building, Department of Agriculture – Central Office**, Elliptical Road, Diliman, Quezon City.
9. **DEADLINE FOR SUBMISSION OF BIDS: August 29, 2025 at 12:00nn.**
10. **DELIVERY PERIOD: Please see attached Technical Specifications.**

**C. IMPORTANT NOTES:**

1. Price quotation(s) submitted shall be valid for a maximum period of **One Hundred Twenty (120) days** reckoned from the deadline for submission of quotations as reflected in this form.
2. Awarding shall be done **by LOT**.
3. Terms of Payment: **Please see attached Technical Specifications.**
4. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the DA-BAC shall employ **"draw lots"** as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
5. The Guidelines for Blacklisting set forth in the New Government Procurement Act shall apply in case any of the violations listed under aforementioned law, thereof is/are committed without prejudice for forfeiture of performance security.
6. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required forms shall be a ground for disqualification.

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7. The Department of Agriculture reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with New Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.

**NOTICE/ANNOUNCEMENT:**

Department of Agriculture does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported (NBI) for entrapment and proper investigation immediately to the Office of the Secretary or the National Bureau of Investigation.

**PR No. 25-0759**

**ABC: PhP400,000.00**

**End-User: NETWORK OPERATIONS AND  
MANAGEMENT DIVISION**

**Mode of Procurement: Small Value Procurement**

Qty.	Unit	ITEM/DESCRIPTION	Ceiling price (PhP)	Unit Price in PhP	Total Price in PhP (Qty. x Unit Price)
		<b>ONE (1) YEAR SUBSCRIPTION FOR ICT SOFTWARE</b>			
1	lot	SSL CERTIFICATE (WILDCARD)	400,000.00		
		<b>Technical Specifications is attached as an integral part of the RFQ</b>			
		<b>TOTAL AMOUNT</b>			

**ORIGINAL SIGNED**

**ATTY. MELINDA D. DEYTO**  
Chief, Procurement Division

DA Bids and Awards Committee (BAC)  
Elliptical Road, Diliman, Quezon City

**SIR/MADAM:**

In connection with the above requirement(s), I/We submit our quotation/proposal indicated above. I/We carefully read and fully understand the minimum requirements and agree to furnish and/or deliver the above-mentioned requirement(s) in conformity with the specifications/terms or reference/scope of work indicated/attached thereto.

**\*Signature Over Printed Name of  
Owner/Authorized Representative**

**Name of the Business  
Enterprise/Company**

**PhilGEPS Registration/Organization  
Number (Red Membership)**

**Contact Number(s)**

**Office Address**

**Email Address of the Bidder**

**Terms of Payment:**

**Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer, Bank Transfer fee shall be charged against the creditor's account.**

**Payment Details:**

\*Banking Institution: \_\_\_\_\_

\*Account Number: \_\_\_\_\_

\*Account Name: \_\_\_\_\_

\*Branch: \_\_\_\_\_

SVP-  
PR NO. 25-0759-NOMD  
Kbs

Document No. : DA-OP-IPS1-02F1  
Revision No. : 1

Technical Specifications

ONE (1) YEAR SUBSCRIPTION FOR ICT SOFTWARE  
(SSL Certificate)  
ABC: PhP400,000.00

A. PURPOSE

The Department of Agriculture-Information and Communications Technology Service (DA-ICTS) is in-charge in providing security tools for the hosted web servers.

In compliance with R.A. 10173 and R.A. 10175 or commonly known as the Data Privacy Act of 2012 and Cybercrime Prevention Act of 2012, the acquisition of the said tool will improve security level by establishing an encrypted link between the DA Hosted Systems (websites)and its clients.

B. SCOPE OF WORK

1	Supply, delivery and Configuration of ICT Software (SSL Certificate);
2	Winning Bidder to include <b>one (1) year</b> software support-service and warranty;
3	Winning Bidder to provide <b>one (1) day</b> online training/technical updates on Cloud-Based Video Conferencing for <b>at least five (5) persons</b> ;
4	The proposed items shall be delivered/deployed or installed at <b>DA Central Office, Elliptical Road, Diliman, Quezon City</b> ;
5	Installation, Configuration/Delivery Period: <b>Within Thirty (30) Calendar Days</b> from conforme of Work Order;

C. TECHNICAL DESCRIPTION

ITEM	DESCRIPTION	QTY
1	<b>SSL Certificate (WildCard)</b>	<b>1</b>
Bidder to provide installation and provisioning of Digital Certificate Secure Socket Layer (SSL) Certificate subscription for Department of Agriculture Website domain da.gov.ph (wildcard) <b>Specifications:</b> <ul style="list-style-type: none"><li>a. Digital Certificates features 256-bit encryption, 2048-bit RSA keys signed with SHA-256</li><li>b. Universal compatibility with all browsers and devices</li><li>c. Trusted bay all major browsers, mail systems, operating systems, and mobile devices</li><li>d. Standard X.509 certificates</li><li>e. Symmetric 256-bit encryption</li><li>f. RSA public-key SHA-2 algorithm (supports hash functions: 256, 384, 512)</li><li>g. ECC public-key cryptography (supports hash functions: 256, 384, 521)</li><li>h. Unlimited server licensing</li><li>i. Supports 2048-bit public key encryption (3072-bit and 4096-bit available)</li></ul>		

**D. ADDITIONAL TECHNICAL DOCUMENTS**

- 1. Certification that they will provide 8x5 Next Business Day onsite support with **four (4) hours** of response time technical support.

**E. TERMS OF PAYMENT**

- 1. One-time payment shall be made after project completion / acceptance and inspection subject to existing accounting and auditing rules & regulations.

**CONFORME:**

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*