



Republic of the Philippines
Department of Agriculture
AGRICULTURAL CREDIT POLICY COUNCIL
28/F One San Miguel Avenue (OSMA) Bldg.,
San Miguel Ave cor Shaw Blvd.,
Ortigas Center 1605 Pasig City
Tel. Nos. 8634-3320 to 21; 8634-3326/ Fax Nos. 8634-3319; 8584-3861



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Date: May 30, 2023
RFQ No. 2023 – 035

REQUEST FOR PROPOSAL (RFP)

The Agricultural Credit Policy Council (ACPC) through the Bids and Awards Committee (BAC), intends to procure:

THIRD-PARTY CONSULTANT TO DEVELOP CYBERSECURITY MANAGEMENT PLAN FOR ACPC

Approved Budget for the Contract : PhP 900,000.00
Purchase Request/s No : 2023-03-162
Mode of Procurement : NP-Small Value Procurement (Sec. 53.9)

Interested bidders/suppliers of known qualifications are hereby invited to submit a quotation signed by its authorized representative at the below address and/or thru email to the following addresses:

Agricultural Credit Policy Council
28F One San Miguel Ave. Building, San Miguel
Ave. cor. Shaw Blvd., Ortigas Center, Pasig City
procurement@acpc.gov.ph

Hanna Candy B. Gonzales-Estadilla
BAC Secretariat

Ma. Cathrina R. Pelagio
BAC Secretariat

Supplier who will submit proposals with the **Lowest Calculated and Responsive Proposal shall be selected**. A copy of below list of requirements shall be submitted on or before June 6, 2023 (Tuesday), 5PM.

Documentary Requirements:

1. Mayor's/Business Permit
1. PhilGEPS Registration Certificate
2. DTI/SEC Registration
4. Latest Income Tax Return
5. Notarized Omnibus Sworn Statement

**For individuals engaged under Sec. 53.9 of the IRR of RA No. 9184, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.*

INSTRUCTION TO SUPPLIER


- Submit your quotation using the prescribed **Quotation Form** (Annex A of the RFP).
- Accomplish the Quotation Form and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **accomplished prescribed/standard Quotation Form** and **Documentary Requirements within the prescribed deadline** shall automatically be disqualified.

Very truly yours,


MSCasuga (May 30, 2023 18:40 GMT+8)

DIR. MAGDALENA S. CASUGA

BAC CHAIRPERSON


Rachel Bustamante (May 30, 2023 16:56 GMT+8)

PROPOSAL FORM

Name of Company : _____
Address : _____
Contact Person : _____
Contact Number : _____
Email address : _____

After having carefully read and accepted the Terms and Conditions of this RFQ specified Annex B, hereunder is our quotation/s for the item as follows:

<u>THIRD-PARTY CONSULTANT TO DEVELOP CYBERSECURITY MANAGEMENT PLAN FOR ACPC</u> <i>(ABC: PhP 900,000.00)</i>					
Item	DESCRIPTION	Qty	Unit	Unit Cost	Total
1	Third-party consultant to: Develop a Cybersecurity Management Plan for ACPC <i>(See attached Terms of Reference)</i>	1	Individual/Consultant		
	<i>** Nothing Follows**</i>				
	<i>(Price Proposal must be VAT Inclusive)</i>	TOTAL COST			

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Position and Designation

Date

ANNEX B

TERMS AND CONDITION

I. VALIDITY OF PRICE QUOTATIONS AND OTHER IMPORTANT REMINDERS

- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies Payable.
- Price validity shall be valid for a period of thirty (30) calendar days from the date of submission.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment, three (3) years for IT equipment from date of acceptance by the end-user.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- The bidders are required to submit brochures, pictures and technical data pertaining to the brand and model of the item being offered.
- In case two or more bidders are determined to have submitted the Lowest Calculated Quotation, ACPC shall adopt a tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Award of Contract shall be made to the supplier/bidder with the lowest quotation and who has complied with the minimum technical specifications and other terms and conditions stated herein.

II. DOCUMENTARY REQUIREMENTS

The following Eligibility Requirement must be submitted along with your quotation:

- a. Mayor's/Business Permit
- b. PhilGEPS Registration Certificate
- c. SEC/DTI Registration
- d. Latest Income Tax Return
- e. Omnibus Sworn Statement

III. DELIVERY SCHEDULE AND ACCEPTANCE

- Delivery period must be within **Five (5) Months** and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 calendar days from notice, replace all defective items at no cost to the ACPC

IV. PAYMENT TERMS AND LIQUIDATED DAMAGES

- Payment shall only be processed after the submission of billing statement/invoice and upon completion of delivery of all services listed in the Purchase Order/ Contract as well as upon inspection and acceptance of the goods by the end-user.

PAYMENT DETAILS:	
Banking Institution:	
Account Number:	
Account Name:	
Branch	

- 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.

V. DEADLINE OF SUBMISSION

- Quotations duly signed by the supplier's authorized representative should be submitted to the **BAC Secretariat** not later than **June 6, 2023 (Tuesday), 5PM** through a sealed envelope at the ACPC office in 28F One San Miguel Ave. Building, San Miguel Ave. cor. Shaw Blvd., Ortigas Center, Pasig City or through email. Quotations submitted after the said deadline shall not be accepted and considered. Any erasures or overwriting shall be valid only if these are signed or initialed by the bidder or his/her authorized representative/s.

I hereby declare that I understand and acknowledge the terms and conditions listed.

Signature over Printed Name

Position and Designation

Date

TERMS OF REFERENCE**I. Scope of Services**

The Individual/Consultant shall provide the following services:

PROJECT	QTY	Approved Budget for the Contract (ABC)	TIMELINE
<p>Development of a Cybersecurity Management Plan(CMP) The CMP shall contain strategies for the following:</p> <ul style="list-style-type: none">- Governance- Information Security- Network Security- End-User Security- Application Security- Data Privacy- IT Outsourcing- Risk Management- Incident Response- Disaster Recovery <p>The strategies shall cover relevant provisions stated in the following government circulars and orders:</p> <ul style="list-style-type: none">- BSP Circular 982: Enhanced Guidelines on Information Security Management- DICT Circular 003: Policies, Rules, and Regulations on the Implementation of the National Cybersecurity- DICT Circular 005: Prescribing the Policies, Rules, and Regulations on the Protection of Critical Infostructure stipulated in the National Cybersecurity Plan 2022- DICT Circular 006: Prescribing the Policies, Rules, and Regulations on the Protection of Government Agencies Stipulated in The National Cybersecurity 2022- NPC Circular 16-01: Security of Personal Data in Government Agencies- NPC Circular 16-03: Personal Data <p>Breach Management</p>	1	P 900,000.00	5 Months

II. Responsibilities of Individual/Consultant

The Individual/Consultant shall:

1. Provide necessary assistance and conduct all necessary preparatory and other activities to accomplish the agreed scope of works and deliverables, as specified in Section I.
2. Submit reports detailing work progress, issues, and concerns, and recommended next steps in relation to the project at no additional cost to ACPC;
3. Sign a Confidentiality and Non-Disclosure Agreement (CNDA) upon receipt of the Notice of Award (NOA).

III. Responsibilities of ACPC

The ACPC shall:

1. Provide all information and materials needed to accomplish the scope of work, including the different programs, processes, and policies involved in the operations of ACPC.
2. Provide coordination/logistic support to the Consultant; and,
3. Determine the acceptability of the deliverables and shall be the approving authority for all operations-related activities, including payment of the Consultant's remuneration under the contract.

IV. Approved Budget for the Contract (ABC)

The ABC for the provision of services under this TOR is NINE HUNDRED THOUSAND PESOS (PHP900,000.00), inclusive of all applicable Government taxes and charges.

V. Qualification Requirements of the Individual/Consultant

Minimum Qualifications:

1. Must be PhilGEPS registered.
2. Must be established in the Philippines as a Cybersecurity, Information Security, or Data Privacy Practitioner with essential experience in financial institutions and Bangko Sentral ng Pilipinas IT security-related regulations.
3. Must have a National Privacy Commission - DPO ACE certification
4. Must have a Cybersecurity Certification from a reputable international organization.
5. Must have a Masters' Degree in Business, IT, or Cybersecurity field.
6. Must have at least 10 years of average combined work-related experience in local and international companies in managing and supporting IT operations, with 3 years of experience in data privacy and information security.
7. Must have completed at least 2 consultancy contracts from any government agencies focused on any of the following: cybersecurity, data privacy, information security.

VI. Mode of Procurement

The procurement of the Individual/Consultant shall be selected through Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act.

VII. Milestones/Payment Schedule

CONTRACT MILESTONES	% OF THE TOTAL BUDGET
Payment upon contract signing	15%
Completion of the Cybersecurity Management Plan	75%
Presentation and submission of Report	10%

VIII. Submission of Proposals

Interested PhilGEPS-registered Individuals/Consultants who meet the qualifications criteria stated in Section V may submit proposals to the ACPC Bids and Awards Committee.

IX. Ownership

All creative concepts and original materials formulated and designed in conjunction with this project shall be owned by the ACPC with full and exclusive rights on future use thereof both in the Philippines and internationally.