



Republic of the Philippines
Office of the Solicitor General
134 Amorsolo St. Legaspi Village, Makati City

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2023 NOV 13 PH 3: 57

Technical Working Group for
Information and Communications Technology

REV:
Shree

TERMS OF REFERENCE

Supply and Delivery of Third-Party Risk Management Solution

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Background:

In an increasingly interconnected and digital business environment, the reliance on third-party vendors, suppliers, and service providers has become integral to the operations of modern organizations. These external relationships offer numerous benefits, such as cost efficiencies, specialized expertise, and access to global markets. However, they also introduce a new set of challenges and risks, particularly in the realm of cybersecurity and data protection.

The Case Management Service recognizes the critical importance of effectively managing third-party risks to safeguard our operations, protect sensitive data, and maintain the trust of our stakeholders. As a result, procuring a comprehensive third-party risk management solution has become a strategic imperative for our organization.

Objective:

The primary aim of this procurement initiative is to acquire a third-party risk management solution to enhance our cybersecurity posture and protect our digital assets, data, and infrastructure from evolving cyber threats.

It also aims to improve risk mitigation, compliance requirements, data protection, and operational continuity by addressing security issues detected by the solution. In addition, the said solution can also assist in determining whether our current and future partners adhere to the standards of cyber security principles.

Terms:

1. *Scope.* - Supply and delivery of third-party risk management service.
2. *ABC.* - The Approved Budget for the Contract (ABC) is **One Million and Eight Hundred Thousand Pesos (₱1,800,000.00)**, including all government taxes, charges, and other standard fees.

ICT SUBSCRIPTION			
ITEM	QTY	UNIT COST	TOTAL
10 Slots + 1 Self (Monitoring for Self + up to 10 entities)	1	1,800,000.00	1,800,000.00
TOTAL			₱ 1,800,000.00

3. *Payment.* - The supplier shall be paid in full, subject to deduction of applicable taxes, upon the issuance by the OSG of the corresponding Certificate of Acceptance. All bid prices shall be considered as fixed prices, and, therefore, not subject to price escalation during contract implementation.

4. *Delivery and Training:*

- a. All items should be delivered within 30 days of receipt of the Notice to Proceed.
- b. Provide training demonstration covering essential items for correct use and day-to-day administration upon delivery and deployment.
- c. Deployment and training demonstration must be done during business hours.
- d. Training demonstration must begin upon deployment within ten (10) days of solution delivery and must be coordinated with CMS. The CMS will provide certification for delivery and training completion.
- e. Product guides, materials, and documentation should be available online.

5. *Schedule of Payment.* - To guarantee the performance by the winning bidder of its obligations under the contract, it shall post a performance security before the signing of the contract. The performance security shall be in an amount not less than the required percentage of the total contract price in any of the following forms and accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required % of the Total Contract Price)	Statement of Compliance
a) Cash or cashier's/ manager's check issued by a Universal of Commercial Bank.	5%	

b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <i>however</i> , it shall be confirmed or authenticated by a Universal or Commercial Bank if issued by a foreign bank.	5%	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%	
TERMS OF PAYMENT	Statement of Compliance	
Supplier agrees to be paid based on a progressive billing scheme as follows:		
<ul style="list-style-type: none"> • Within thirty (30) days from completion of the delivery and issuance of the Inspection and Acceptance Report by the OSG and submission of all other required documents - 95% of the contract price. • One (1) year from the issuance of the Inspection and Acceptance Report by the OSG - 5% of the contract price. 		

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

6. *Qualifications of the Supplier:*

- a. The bidder must have completed, within the last three years from the date of submission and receipt of at least one (1) single contract of similar nature amounting to at least fifty percent (50%) of the ABC, or the prospective bidder should have completed at least two (2) similar contracts, and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC, and the largest of these similar contracts must be equivalent to at least half of the fifty percent (50%) of the ABC as required.

For this purpose, similar contract shall refer to procurement contract of ICT software subscription, and/or other similar contracts.

- b. The bidder shall submit a valid and current Certificate of Distributorship/Dealership/ Resellers of the product being offered, issued by the principal or manufacturer of the product (if the bidder is not the manufacturer). If not issued by the manufacturer, must also submit a certification/document linking the bidder to the manufacturer.
- c. During contract implementation, the bidder/supplier must remain an authorized distributor, reseller, or partner to maintain said License Software. Suppose the bidder/supplier cannot maintain its