



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

Technical Working Group for
Information and Communications Technology

TERMS OF REFERENCE

Supply and Delivery of Security Key (For strong multi-factor and password-less authentication)

Background:

The Office of the Solicitor General (OSG) is the principal law office and legal defender of the Government and the People's Tribune, securing justice for the nation through excellence in legal advocacy. Given the sensitive nature of the information handled and the need for robust cybersecurity measures, the OSG recognizes the importance of enhancing its security posture. One essential component of this effort is procuring physical security keys (for strong multi-factor and password-less authentication), which will provide an additional layer of protection for accessing systems and sensitive data.

Objective:

The objective of procuring physical security keys for the Office of the Solicitor General is to strengthen cybersecurity by implementing two-factor authentication (2FA) for authorized personnel. This procurement aims to:

1. **Enhance Security:** Security keys will bolster access control and authentication processes, reducing the risk of unauthorized access and potential data breaches.
2. **Safeguard Sensitive Information:** Using security keys, OSG seeks to protect confidential legal documents, sensitive case information, and other critical data from unauthorized access or cyber threats.
3. **Ensure Compliance:** The procurement aligns with industry best practices and regulatory requirements related to information security, ensuring OSG's adherence to data protection standards.
4. **Mitigate Insider Threats:** Security keys will help mitigate insider threats by requiring physical presence for authentication, reducing the risk of compromised credentials.
5. **Improve Operational Efficiency:** Security keys offer a convenient and efficient method for multi-factor authentication, streamlining access for authorized personnel while maintaining a high level of security.

The procurement of security keys for the Office of the Solicitor General is a proactive measure to fortify cybersecurity defenses and safeguard the integrity of legal proceedings and sensitive government information.

Terms:

1. *Scope.* - Supply and delivery of Security Keys
2. *Approved Budget for the Contract (ABC).* - The ABC is **Three Million and Four Hundred Thousand Pesos (₱3,400,000.00)** inclusive of all government taxes, charges, and other standard fees.

MOOE-SEMI EXPANDABLE			
ITEM	QTY	UNIT COST	TOTAL
Security Key (for strong multi-factor and password-less authentication)	850	4,000.00	3,400,000.00
TOTAL			₱ 3,400,000.00

3. *Delivery.* - All items should be delivered within 30 days of receipt of the Notice to Proceed.

4. *Training.* -

- a. The Supplier must provide the necessary comprehensive training/knowledge transfer program for the end users within ten days of solution delivery.
- b. The training must be conducted during business hours and coordinated with Case Management Service (CMS). The CMS will provide certification for delivery and training completion.
- c. The course outline, training materials, product guides, and documentation should be available online, with soft copy delivered to CMS.

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 or Commercial Bank.	5%	