



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

VIRTUAL PRIVATE NETWORK  
(APP Item No. 2022-0139)

24 March 2023

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **VIRTUAL PRIVATE NETWORK (APP 2022-0139)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 PM., 30 March 2023**.

The service providers/suppliers must also submit the following requirements:

1. Copy of Valid and Current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number; and
3. Manifestation of compliance to the attached technical specification signed by your authorized representative.<sup>1</sup>

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE  
5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

Sincerely,

 Digitally signed  
by Medalla Joan  
Therese Caragay

**JOAN THERESE C. MEDALLA**  
BAC Secretariat Head  
National Privacy Commission

<sup>1</sup> NOTE: Please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: BAC-23-00111

5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307  
URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No. 8234-2228

**TECHNICAL SPECIFICATION  
VIRTUAL PRIVATE NETWORK**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 30,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Scope of Work" for:</li> </ul>			
			<b>1. Technical Requirements</b>			
			<b>a. Specific VPN Requirements</b> <i>"See attached Technical Specification for the Description"</i>			
			<b>b. Functional VPN Requirements</b> <i>"See attached Technical Specification for the Description"</i>			
			<b>c. Warranty, Support and Documentation</b> <i>"See attached Technical Specification for the Description"</i>			
			<b>d. Service Level Agreement</b> <i>"See attached Technical Specification for the Description"</i>			
			<b>e. Supplier Qualification</b> <i>"See attached Technical Specification for the Description"</i>			
			<b>2. Payment and Delivery</b> <i>Within forty-five (45) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/Purchase Order (PO)</i>			
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be completed within 45 calendar days from receipt of Purchase Order/NTP.
- VI. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TECHNICAL SPECIFICATION**

**VIRTUAL PRIVATE NETWORK  
(APP Item No. 2022-0139)**

**I. BACKGROUND**

The Data Security and Technology Standards Division (DSTSD) is the division under the Data Security and Compliance Office of the National Privacy Commission (NPC) tasked to coordinate with different government agencies, private sectors, and international bodies to develop the most appropriate privacy and data protection standards recognized by the Information and Communications Technology (ICT) industry for organizational, physical, and technical security standards.

Currently, all DSTSD personnel follows a flexible work arrangement. Consequently, mobility of the work includes but are not limited to the following: working in the office, working from home, and working in the field, especially on official business.

As such, the acquisition of the Virtual Private Network (VPN) shall provide protection when connecting computing devices to a network through encryption of the internet traffic.

**II. OBJECTIVES**

The objective of this procurement is to establish a protected network connection as this encrypts the users' traffic. With the foregoing, a VPN shall ensure increased security so that the DSTSD personnel can connect to any wireless communications network, regardless of the work location or area of deployment, given the flexible work arrangement.

**III. TECHNICAL REQUIREMENTS / SPECIFICATIONS**

**A. Specific VPN Requirements**

1. VPN must be compatible to different operating systems (Windows, Mac, Linux, Android, and iOS).
2. VPN must handle at least 8 simultaneous connections (supports 8 different devices at the same time).

3. VPN must have an AES-256 data securing level for encryption.
4. VPN must have a Kill Switch (VPN feature that automatically disconnects the device from the internet until the VPN connection is restored).
5. VPN must support P2P File Sharing (Supports distribution and sharing of digital media using peer-to-peer networking technology).

#### **B. Functional VPN Requirements**

1. VPN must be able to send notification via SNMP.
2. VPN must be accessible via Web Access via Web Browsers.
3. VPN must be able to provide for one (1) account with a valid license working for three (3) years.

#### **C. Warranty, Support and Documentation**

1. Provider must be able to provide customer support, via 24/7 live chat and email for the end-user for three (3) years.
2. Must have documentation available online.
3. Must provide reference or links to documents such as manual of operations, worksheets, or a wiki/knowledge management web resource.
4. Must provide knowledge transfer/training on the use of the goods.

#### **D. Service Level Agreement**

1. Technical support assistance must respond via telephone or email to resolve VPN technical issues encountered, in which case severity levels are indicated below:
  - a. Severity Level 1 categorized as Minor - the issue must be resolved within four (4) hours after initial report to the service desk or customer support.
  - b. Severity Level 2 categorized as Major - the issue must be resolved at the soonest possible time (within 2 hours).
  - c. Severity Level 3 categorized as Critical - the issue must be resolved immediately (within 1 hour).

#### **E. Supplier Qualification**

- Philgeps Registration;
- Mayor's/Business permit;
- Notarized Omnibus Sworn Statement with applicable attachments (ABC above Php 50,000.00) and Income/Business Tax Return (ABC above Php 500,000.00);
- Other documents as needed and prescribed under Revised IRR of Republic Act No. 9184.

### **IV. PAYMENT AND DELIVERY**

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Virtual Private Network	One (1) Lot	Within forty-five (45) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ Purchase Order (PO)	Instruction manual, warranty certificate, Subscription ID/Subscription Certificate, Sales Invoice/Statement of Account, Delivery Receipt

**Place of Delivery:** NPC, 5th Floor, Delegation Building, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made when the Goods and Services have been delivered in accordance with the signed contract/purchase order and instructions and upon issuance of Certificate of Acceptance by the End-User.

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be: *Negotiated Procurement - Small Value Procurement*

#### VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : FY 2022 General Appropriations  
NPC Annual Procurement Plan FY 2022 (APP Item No. 2022-0139)

ISSP : NPC ISSP 2021-2023

Approved Budget for the Contract : Thirty Thousand Philippine Pesos Only (Php 30,000.00).

**Prepared by:**

Digitally signed by  
Tan Kenneth Paul  
Cuasay  
Date: 2023.01.04  
16:07:30 +08'00'



**KENNETH PAUL C. TAN**  
*ISA I, DSTSD*

**Reviewed by:**

Digitally signed by  
Esguerra Janssen Coronel  
Date: 2023.01.04 17:52:53  
+08'00'



**JANSSEN C. ESGUERRA**  
*ITO I, DSTSD*

**Recommending Approval:**

Digitally signed by  
McCloven C.  
Querubin



**MCCLOVEN C. QUERUBIN, PECE**  
*Division Chief, DSTSD*

**Approved by:**

Digitally signed  
by Nieva Aubin  
Arn Romero



**ATTY. AUBIN ARN R. NIEVA**  
*Director IV, DASCO*