



Support Services Sector

Information Security Office

**Procurement of SSL VPN License for
the Existing F5 BIG-IP System**

Terms of Reference

July 2020

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APPROVAL PAGE

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*Support Services Sector
Information Security Office*

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A. BACKGROUND

A.1 PROJECT OVERVIEW/OBJECTIVE

The project shall provide for the **Procurement of SSL VPN License for the Existing F5 BIG-IP System**. This additional license will allow more GSIS personnel to work from home and connect to GSIS internal systems.

A.2 PROJECT SCOPE

The winning bidder shall provide the following at **GSIS Home Office** only:

1. 300 F5 SSL VPN Perpetual License
2. Software support for the existing VPN licenses for twelve (12) months
3. Free software version upgrades for twelve (12) months maintenance period.

A.3 PROJECT DURATION

This project will commence upon receipt of Notice to Proceed (NTP) or on the date specified therein, whichever comes later, by the winning bidder for a period of twelve (12) months.

B. PROJECT ESTIMATES

B.1 APPROVED BUDGET COST

The *Government Service Insurance System (GSIS)*, intends to apply the sum of ***Eight Hundred Seventy Five Thousand Pesos only (Php 875,000.00)*** being the Approved Budget for the Contract (ABC) for the ***Procurement of SSL VPN License for the Existing F5 BIG-IP System***. Bids received in excess of the ABC shall be automatically rejected at opening of the financial proposals.

B.2 SOURCE OF FUNDS

The ABC authorized for the ***Procurement of SSL VPN License for the Existing F5 BIG-IP System***. Project shall be sourced from the ***AFME Computer Maintenance Budget of ISO for CY 2020***.

C. GENERAL SCOPE OF WORK/BID REQUIREMENT

The GSIS through ISO must select a bidder through small value procurement for the Procurement of SSL VPN License for the Existing F5 BIG-IP System.

C.1 MINIMUM TECHNICAL REQUIREMENTS

The winning bidder shall provide 300 F5 SSL VPN License

C.2 PRODUCT WARRANTY AND TECHNICAL SUPPORT

1. Software warranty for twelve (12) months including licenses and subscription inclusive of free version upgrades and updates.
2. The project shall be inclusive of twelve (12) months technical support.
3. Technical support must be as follows:

Email and live chat support	Within 1 hour 24x7 days
On-site support	8 hours x 5 working days
On-site support response time	Within eight (8) hours upon receipt of incident call
Resolution time	Within seven (7) days upon receipt of incident call
Issuance of Service Report	Service report must be submitted within 24 hours after resolution of the incident call

C.3 IMPLEMENTATION STRATEGY/DEVELOPMENT SCHEDULE

The winning bidder shall complete the deliverables as scheduled below.

Item No	Description	Quantity	Total	Schedule of Delivery
1	License installation and Configuration with Manuals (if any)	1	1	Within 30 CDs from receipt of Notice to Proceed (NTP)

D. PROJECT MANAGEMENT METHODOLOGY

The project shall be headed by the Information Security Office (ISO). All technical designs, specifications, or recommendations must be subject for review and approval by the ISO. Should there be any disagreement; the ISO shall have the final decision on the matter.

PAYMENT SCHEDULE/MILESTONES

1. Payment shall be made upon completion and issuance of certificate of acceptance after delivery of each milestone:

Milestones	Percentage of Contract price	Remarks	Period for the submission of Billing Statement for payment purposes
No. 1 Issuance of License Subscription for August 2020 to August 2021	100%	To be incurred in August 2020	Upon complete delivery of Milestone no. 1 and issuance of Certificate of Completion and Final Acceptance.
	100%	Total of 12 Months	

2. Payments shall be subject to applicable taxes.
3. The winning bidder must submit the following documents prior to issuance of GSIS of the Certificate of Completion and Final Acceptance and processing of payment:
 - Sales Invoice;
 - Vendor's Certificate of Completion;
 - Proof of license entitlement or subscription indicating the subscription period and warranty;
 - Service Reports per reported incident, if any
 - Other documents required in this TOR

E. OTHER CONSIDERATIONS

F.1 ELIGIBILITY OF BIDDERS

1. Bidders should submit current and valid certification from the principal, product manufacturer, or authorized product distributor, stating that the bidder is an authorized partner or reseller. Failure to include the certification in the eligibility envelope is a ground for disqualification of the bidder.
2. The bidder must have available, qualified and experienced personnel who will provide technical support services for F5 SSL VPN.
3. The bidder shall provide at least one **(1) Technical Support** to render on-site technical support services, if needed, during the duration of the subscription period. Preferably, the Technical Support should submit CV reflecting his/her experience of at least one (1) year in providing technical support for F5 SSL VPN.
4. The GSIS reserves the right to interview, approve, and change personnel assignment of the winning bidder.

F.2 OTHER RESPONSIBILITIES OF BIDDER/SERVICE PROVIDER

1. The winning bidder must supply, deliver and install F5 SSL VPN licenses for twelve (12) months upon receipt of the Notice to Proceed.
2. The winning bidder must guaranty the installation of license within the specified period **at GSIS Home Office only**.
3. The bidder should warrant that the subscription license and support services are suitable to the requirements stated herein with respect to the quality, capacity and purpose of the project.
4. The winning bidder must bear all the expenses in the delivery and installation of licenses.
5. During contract implementation, the bidder must ensure that it remains an authorized distributor, reseller or partner for the maintenance of the proposed solution. If the service provider is unable to maintain its distributorship, reseller or partner agreement with the manufacturer/principal or distributor, whichever is applicable, this may serve as a ground/reason for the termination of its contract with GSIS.

6. The bidder/service provider is expected to conform to GSIS' office rules and regulations.
7. The bidder/service provider shall ensure the absolute confidentiality of all information, documents or records acquired in the course of or as an incident to this Project. It shall not use or disclose to any person, firm, or corporation any information hereto acquired for its benefits or to the detriment of GSIS.

F. PENALY FOR DELAY

When the winning bidder fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay GSIS liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by GSIS.

GSIS need not prove that it has incurred actual damages to be entitled to liquidate damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

G. DOCUMENTARY REQUIREMENTS

The supplier must comply with the DBM GPPB Non-Policy Matter No. 045-2017, if applicable.

"DBM GPPB Non-Policy Matter No. 045-2017, "The GPPB recently approved amendments (effective 5 December 2017) to the documentary requirements for Negotiated Procurement under the Small Value Procurement modality per Appendix A, Annex "H" of the 2016 Revised IRR. Thus, Income or Business Tax Returns shall be required for procurement projects with Approved Budget for the Contract (ABC) **above ₱ 500,000.00** and the Omnibus Sworn Statement shall be required only for procurement projects with **ABC above ₱50,000.00.**"

The above mentioned documentary requirement shall be submitted by the winning vendor before the issuance of the Notice of Award (NOA) / Purchased Order (PO) / Contract.

H.Data Privacy

The winning bidder/supplier must comply with all the provisions of Republic Act No. 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations.

IMPORTANT REMINDER

The Government Service Insurance System (GSIS) warns the public/bidders of unscrupulous individuals and groups posing as officers/employees of the GSIS soliciting money for alleged aid for whatever purpose. **Do not give anything to these unscrupulous individuals and groups.**

GSIS is fully compliant with the *NO SOLICITATION AND GIFT POLICY*. In this regard, **GSIS officials and employees are prohibited** from “directly or indirectly soliciting gifts, favors or benefits from stakeholders and directly or indirectly soliciting, accepting or receiving any gift, favor or benefits from any party which may influence the performance of their official functions or which may be perceived as influencing their past, present and future official functions.

We thus enjoin the cooperation of the public/vendors/suppliers to report these individuals/groups to GSIS through the **Office of the Vice-President, General Services Office at (02) 976-4900 local 4971** and **Materials Management Department (MMD) at (02) 976-4900 local 3608.**