



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**BIDS AND AWARDS COMMITTEE**

Double Dragon Tower, DD Meridian Park Avenue

EDSA Extension, Pasay City

Email: [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph)

**SUPPLEMENTAL / BID BULLETIN No. 1**

Project : Procurement of Cloud License for Integration of Philippine  
Public Documents for the e-Certificate System for the  
Department of Foreign Affairs, Office of Consular Affairs  
Reference : PB-GS-OCA-04-2025  
ABC : PhP 2,200,000.00  
Date : 26 May 2025

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following amendments in the Technical Specifications for the above-named project:

Old Specifications	Revised Specifications
<b>IV. Technical Specification:</b> Two (2) Cloud Application Server (Production)	<b>IV. Technical Specification:</b> Ten (10) Cloud Application Server (Production)
<b>IV. Technical Specification:</b> SQL Database	<b>IV. Technical Specification:</b> Three (3) Managed SQL Database Multi-Site Deployment (Production)
<b>V. Security and Compliance (a.):</b> ISO27001 to be submitted in the Opening of bids <u>and/or</u> Post-Qualification	<b>V. Security and Compliance (a.):</b> ISO27001 to be submitted in the Opening of bids <b>and</b> Post-Qualification
<b>V. Security and Compliance (b.):</b> The winning bidder and the project shall comply to the regulatory compliance requirements of SOC 1, 2 and 3 to help the department build public trust and reduce the risk of fraud;	<b>V. Security and Compliance (b.):</b> The winning bidder and the project shall comply to the regulatory compliance requirements of SOC 1, 2 and 3 to help the department build public trust and reduce the risk of fraud <b>and shall be submitted on Post-Qualification;</b>
<b>VII. Maintenance and Technical Support (a):</b> highly technical personnel to bring forth service	<b>VII. Maintenance and Technical Support (a):</b> highly technical personnel <b>(at no additional cost to the DFA)</b> to bring forth service

Attached is a copy of the updated Technical Specifications with the above information already incorporated in the document.

For the information and guidance of all concerned.



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**BRYAN DEXTER B. LAO**  
BAC Vice Chairperson

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# Terms of Reference

## Procurement of Cloud License for Integration of Philippine Public Documents to the e-Certificate System

**Approved Budget of Contract: PhP 2,200,000.00**

<b>I</b>	<p><b>Background</b></p> <p>The Department of Foreign Affairs (DFA) needs to obtain a license for cloud infrastructure with intelligent text extraction licenses being used in the processing of Apostille Certificates. This project aims to increase the capability and efficiency of the DFA in servicing a larger volume of the general public applying for the authentication of their public documents and as the Department is leaning towards the expanded implementation of electronic Apostille (e-Apostille) which is currently only available for civil registry e-Certificates but efforts are underway for the expansion to CHED and NBI e-Certificates.</p> <p>The DFA is implementing the e-Certificate System through the development, implementation and promotion of effective and secure models for the issuance and use of e-Apostille certificates with a digital signature.</p> <p>Toward this end, the DFA shall procure cloud infrastructure with intelligent text extraction capability and web services that could cater to the requirement of the task and the system for the efficiency and continuity of efficient service being provided to the general public.</p> <p>This is in line with Executive Order No. 170 of 2022 and during the 2023 Statement of the Nation Address of President Ferdinand Marcos, the latter stated that "Government must embrace digitalization to provide better service to the people, through its vital frontline services and its back-end functions".</p> <p>Finally, Digitalization was one of the six-cutting strategies under the Philippine Development Plan 2023-2028 that will serve as catalysts for economic, social, institutional and environmental transformation. In particular, Digital transformation of government will result in more efficient and faster service delivery, more transparency, and fewer opportunities for corruption at various levels. It can also help the government build robust data systems that will create better programs, such as targeted social protection and more efficient employment-opportunity linking systems.</p>
<b>II</b>	<p><b>Objective</b></p> <p>The DFA – Office of Consular Affairs shall procure a Cloud license with intelligent text extraction and web services that is a business account to cater efficiently and continuously the needs for the application, processing and issuance</p>

	<p>of Apostille certificates through a secure, scalable and compliant foundation for hosting government workloads on the cloud platform.</p> <p>The project is in line with the integration of the e-Certificate System wherein it allows government agencies to transmit the documents electronically (e-Certificates) to the DFA-Authentication Division for Apostille.</p> <p>The project’s implementation would decongest at least 40 percent of the Apostille processing and issuances of DFA-Aseana and Consular Offices with Authentication services.</p>		
III	Scope of Work		Statement of Compliance
	The contractor shall provide the DFA with a modern, scalable, and robust environment that is a business account for the forms scanning, text extraction, cloud storage and web services, for a period of one year, with facilitation of advance payment, in line with the integration of Philippine public documents to the e-Certificate System. The platform must be consistent and compatible with the one currently utilized by the Department for the Apostille Systems.		
IV	Technical Specification		
	Service	Description/Function	
	Storage Solution	Storage for scanned images. 220GB Monthly. With provision for growth, 1430GB distributed over the 12 months contract (220B = 55,000 Files x 4MB per file)	
	Data Transfer Solution	-DT Inbound: Not selected (0 TB per month) -DT Outbound: Internet (5.5 TB per year), -DT Outbound: no limit, -DT Intra-Region: (0 TB per month), -Internet Egress Data: 3GB (at least within Asia except China)	
	Intelligent Text Extraction Solution	50,000 Files Monthly, Text Only	
	Ten (10) Cloud Application Server (Production)	-OS: Linux -CPU: 4 cores -RAM: 16GB  with 1 Year Reservation PLUS 256GB Local Storage and Daily Backup	
	Cloud Application Server (Staging)	OS:Linux CPU: 2 cores RAM: 4GB 1 Year Reservation	

		PLUS 256GB Local Storage and Daily Backup	
	Three (3) Managed SQL Database Multi-Site Deployment (Production)	MySQL Large with 200GB Data	
	Static IP Address Solution	Number of Elastic IP Address (EIP) per instance: Eight (8)	
	Cloud Audit Trail	-Management events units (millions) -Write management trails: One (1) -Read management trails: One (1) -Data events units (millions) -S3 trails: One (1) -Lambda trails: One (1) -Insight events units (millions) -Trails with Insight events: One (1) -Write management events: One (1) per month -Read management events: One (1) per month -S3 operations: One (1) per month, -Lambda data events: One (1) per month -Number of write management events analyzed: One (1) per month	
	Cloud Events Analysis Solution	Trail Management Event Analysis (1,000,000 per month)	
	Cloud Website Hosting	Business account for website hosting	
	Facilitation for Advance Payment	Facilitation of advance payment for cost management.	
<b>V</b>	<b>a. Security and Compliance</b>		
	a. The winning bidder or the platform shall be ISO27001 Certified with certification to be presented/submitted on the Opening of Bids and Post-Qualification, and promotes holistic approach to information security; b. The winning bidder and the project shall comply to the regulatory compliance requirements of SOC 1, 2 and 3 to help the department build public trust and reduce the risk of fraud and shall be submitted on Post-Qualification; c. Data at rest should be AES128 or 256; d. Data should be encrypted both at the storage level and at the back up level; e. The contracting parties must strictly observe the provisions of Republic Act 10173 otherwise known as the “Data Privacy Act of 2012” and all other related laws in ensuring the protection of data and information obtained under the Agreement. Failure to comply with the confidentiality clause shall be subject to penalties.		

	f. Any information or document obtained in connection with the execution or implementation of the Project shall not be disclosed to any person or entity without the written consent of the DFA. The non-disclosure and confidentiality requirement in this provision must continue even after the expiration or termination of the Agreement.	
<b>VI</b>	<b>Mode of Procurement</b>	
	The mode of procurement shall be public bidding.	
<b>VII</b>	<b>Maintenance and Technical Support</b>	
	<p>a. During the project implementation, the contractor shall provide highly technical personnel (at no additional cost to the DFA) to bring forth service and support to the production, staging and transition of the system to the DFA Team and/or any related problems occur. A Non-Disclosure Agreement is to be executed and signed which is to be submitted to the Department prior to commencement of the service.</p> <p>b. 24/7 phone, chat and email support shall be available most especially during configuration and transition.</p> <p>c. The Contractor shall immediately inform the Department of breaches, attacks or other forms of cyber threats/activities that may contribute to disclosure of any confidential information. The Contractor shall immediately undertake necessary actions to address such breach, attack, or other form of cyber threat/activity.</p> <p>d. During the project implementation, the contractor shall provide highly technical personnel to bring forth necessary training to DFA personnel who will be handling the system at no cost to the DFA.</p> <p>e. The Contractor shall provide one year warranty and one year maintenance support services or at the duration of the contract.</p>	
<b>VIII</b>	<b>Duration and Delivery</b>	
	<p>a. DURATION: The contract shall be valid for a period of one (1) year, commencing from the date of successful delivery, configuration and acceptance by the DFA.</p> <p>b. DELIVERY: The contractor shall deliver and configure the infrastructure within thirty (30) working days from the receipt of the Notice to Proceed (NTP).</p>	

	<p>c. The DFA shall have the right to inspect and/or test the infrastructure to confirm conformity with the requirements.</p> <p>Inspection and Acceptance Report from the DFA shall form part of the payment process as proof of compliance of the supplier on the requirements herein.</p>	
<b>IX</b>	<b>Payment</b>	
	<p>Payments shall be made thirty (30) working days upon full implementation of the Solutions and receipt of OCA-Authentication of the invoice Provisional Acknowledgement Receipt, and complete documentary requirements through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resources Management Division (OFMS-FRMD) upon signing of the contract.</p> <p>All payments shall be inclusive of Value Added Tax (VAT) and other lawful charges.</p>	

**BIDDING GUIDELINES FOR THE PROCUREMENT OF  
CLOUD LICENSE FOR INTEGRATION OF PHILIPPINE PUBLIC DOCUMENTS TO THE  
e-CERTIFICATE SYSTEM**

Bidders must state compliance with each of the provisions in the Terms of Reference/Technical Specifications, as well as with the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have the authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification, stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence. Evidence shall be in the form of the manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]