



**DOST – ASTI BIDS and Awards Committee
INVITATION TO BID (PUBLIC BIDDING)**

ITB No.:	18-08-2039-A	Date:	17 September 2018
PR No.:	EPIC-18-07-6169	Date:	31 July 2018
Source of Funds:	Electronics Product Development as Platform for Innovation and Collaboration Project		
Total ABC:	PhP783,072.12		
Time, Date & Venue of Pre-bid Conference:	27 September 2018, 1:30 PM at DOST-ASTI		
Time and Date of Submission of Bids:	09 October 2018, 12:00 NN		
Time, Date & Venue of Opening of Bids:	09 October 2018, 1:30 PM		
Date of Availability of Complete Set of Documents:	19 September 2018		
Deadline of Potential Bidder's Clarifications:	29 September 2018		
Deadline of ASTI's Supplemental Bid Bulletin:	02 October 2018		
Delivery Schedule:			

The Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), hereby invites all interested bidders to submit their bids for the item(s) listed below. Guidelines regarding the format, eligibility, technical and financial documents needed are described in the Instruction to Bidders of the Philippine Bidding Documents.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 R-IRR of RA 9184.

A complete set of Bidding Documents may be purchased by interested bidders upon payment of a fee for the Bidding Documents. It is also downloadable for free of charge at DOST-ASTI's website - www.asti.dost.gov.ph

For further inquiries, contact ASTI's BAC Secretariat via email at bac-sec@asti.dost.gov.ph. Interested bidders may also call the number - +632-426-7423 and look for ASTI's BAC Secretariat.

Respectfully,


PEDRITO B. MANGAHAS
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY.	UNIT	UNIT PRICE (PHP)	TOTAL PRICE (PHP)
1	Outsourcing of Manpower Complement	1	Lot	783,072.12	783,072.12
	A. Third Party Manpower Services				
	B. Five (5) Positions				
	- One (1) Senior Science Research Specialist @P59,471.64/month (Minimum)				
	- One (1) Science Research Specialist II @P45,295.79/month (Minimum)				
	- One (1) Science Research Specialist I @P34,925.36/month (Minimum)				
	- One (1) Project Assistant III @P32,071.79/month (Minimum)				

- One (1) Project Assistant I @P24,003.45/month (Minimum)

***Note:**

Please refer to the attached document for the scope of work, division assignment, and qualifications.

***Miscellaneous:**

1. DOST-ASTI has the right to screen applicants and choose the personnel to be assigned to the Agency.
2. The personnel will report to the Agency, or as specified on the attached document, from Monday to Friday and render at least eight (8) hours of work per day or a total of forty (40) hours of work per week or at schedules to be agreed by both parties.
3. The personnel to be assigned to the DOST-ASTI are required to observe DOST-ASTI Office Rules and Regulations and must conduct themselves in manner appropriate for a government employee (even if there is no employee-employer relationship) as they are serving as part of the Institute.
4. Contractor to pay the personnel all benefits required by law.
5. The personnel shall undergo periodic performance evaluation.
6. DOST-ASTI has the right to recommend the termination of assigned personnel in case violation of rules and regulations, as well as internal policies of the DOST-ASTI, or any other reasonable cause.
7. The personnel, through the contractor, agrees to assign to DOST-ASTI all intellectual property rights including but not limited to patents, copyrights, utility model, related rights arising from the services he/she will be receiving from the Agency.
8. The personnel, through contractor, agrees to execute all documents, and do all acts as may be deemed

- necessary by the Agency, to give effect to these terms.
9. The personnel must secure clearance for all accountabilities at the end of his/her assignment in DOST-ASTI.
 10. The CONTRACTOR to guarantee payment of salaries of staff for the first two (2) months of the contract even prior to the release of funds from the DOST-ASTI.
 11. That the Contract Price may be adjusted in case of:
 - a. Government - mandated increase on the minimum wage, cost of living allowance, SSS, PhilHealth, and PAGIBIG contributions or other similar increase mandated by the appropriate government authority.
 - b. Additive work or deductive work ordered by the CLIENT. The total cost of additive work/deductive work shall be based on the unit cost specified in the original Contract Price and applicable law. The cost should be billed separately.
 12. The CONTRACTOR shall post a performance security prior to the signing of contract, as prescribed in RA 9184 and its revised IRR and the bidding documents.
 13. The DOST-ASTI and the CONTRACTOR shall hold in strict confidence all information furnished by one to the other and shall not disclose the same to any third party without the prior written consent of the other party to the party providing such confidential information. It is hereby further agreed that both parties shall likewise hold on strictest confidence all information relating to this Contract that may be entered into by the parties, and shall not disclose to information unless expressly agreed upon in writing by the parties hereto.
 14. The CONTRACTOR shall guarantee for the loss or

damage of the DOST-ASTI's property, unless it has been duly established after investigation that said loss or damage did not result from the act, omission, negligence or fault of the CONTRACTOR or any of its employees. Such loss or damage must be reported in writing to the CONTRACTOR within five (5) working days from occurrence or discover thereof. When such loss or damage is caused by force majeure or fortuitous event, the CONTRACTOR shall not in any way be made responsible.

15. The assigned personnel are the exclusive employees of the CONTRACTOR and there exist no employer-employee relationship whatsoever between them and the DOST-ASTI, and claims of any nature, financial or otherwise, by the assigned personnel arising out of and/or In connection with their employment by the CONTRACTOR shall be the sole responsibility of the latter.
16. The personnel to be assigned under this contract must be trained and with Adequate experience, physically and mentally fit, courteous and honest, and are provided by the CONTRACTOR with identification cards.
17. The assigned personnel shall submit to personnel search and spot check by the DOST-ASTI's Security Guards when required, and must observe/abide by all security regulations and requirements of the DOST-ASTI.
18. At the sole discretion of the DOST-ASTI and after due process, the CONTRACTOR shall relieve any and/or of its assigned personnel with whom the CLIENT has lost trust and confidence, or which was found inefficient, disobedient or disrespectful or for any other valid legal reason.
19. The DOST-ASTI is not answerable or liable whatsoever for any claim for

	<p>the assigned personnel arising from the performance of their duties and/or in the course of employment with the CONTRACTOR, including claims for benefits due to the CONTRACTOR personnel.</p> <p>20. Assigned personnel may be required to travel in the performance assigned tasks, which shall be authorized by the Contractor upon proper communication by the DOST-ASTI. Allowable expenses (with prior approval from the DOST-ASTI) to be incurred shall be billed separately.</p> <p>21. The CONTRACTOR should provide a detailed computation (using the provide template) for each position. Said computation will form part of the contract shall be the basis for billing purposes.</p> <p>22. Billing should be based on actual services rendered only (supported by DTRs to be provided by the DOST-ASTI).</p> <p>23. Contract price is based on the current salaries of government employees. As such, in the event of changes in the salaries of government employees (pursuant to a directive/issuance by the Department of Budget and Management) contract price and/or billing may change accordingly, upon written advice by DOST-ASTI. Proper communication by the DOST-ASTI. Allowable expenses (with prior approval from the DOST-ASTI) to be incurred shall be billed separately.</p>				
TOTAL APPROVED BUDGET FOR CONTRACT:					PhP 783,072.12
RESERVATION CLAUSE					
<p>The Advanced Science and technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.</p>					