



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



ASTI-FM 03-10
REV 0/2 APR 2018


**DOST-ASTI Bids and Awards Committee
Notice of Negotiated Procurement -Two Failed Biddings**

RFQ No.: 18-08-2039	Date: Aug-20-2018
PR No.: GAA-18-07-6169	Date: Jul-31-2018

The Advanced Science and Technology Institute (ASTI) , through its Bids and Awards Committee, will undertake **Negotiated Procurement:Two-failed Biddings** for the item/s listed below. Interested proponents are invited to attend **Negotiated Conference** at ASTI Building, Ground Flr. ASTI Bldg, C. P. Garcia Ave, U.P.Campus Diliman, Quezon City on: **October 26,2018 , 1:30 PM.**

For inquiries, you may call the BAC Secretariat at **+63 2 426-9759/60 local 1206/1212** and look for Ms. Katherine B. Ramos.

Respectfully,


PEDRITO B. MANGHAS
Chairperson, BAC-1

ITEM NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	<p>Outsourcing of Manpower complement Third Party Manpower Services 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)</p> <p>Note: Please refer to the attached document for the scope of work, division assignment, and qualifications.</p> <p>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</p>	1	lot	783072.12	783,072.12

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101

• Website: www.asti.dost.gov.ph • E-mail: info@asti.dost.gov.ph • Tel. No.s: +632 927-2541, +632 927-3502, +632 426-9759, +632 426-9760
• Fax No.: +632 925-8598

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. 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 Pag-Ibig 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

For procurement of goods:

1. PhilGEPS Certificate of Plantinum Membership

Note: If unavailable, submit the following:

- a. PhilGEPS Registration Number
- b. Mayor's Permit or BIR Certificate of Registration

2. Income/Business Tax Return

Note: Applicable only for ABCs above Php500,000.00

3. Omnibus Sworn Statement

Note: Applicable only for ABCs above Php50,000.00 and must be submitted upon post-qualification

For procurement of infrastructure:

1. The requirements for goods.
2. Valid PCAB License.

For procurement of consulting services:

1. The requirements for goods.
2. Valid PRC License or Curriculum Vitae.

NOTE: For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid.
2. For all kinds of procurement, the bidder who passed the bid evaluation shall submit a duly notarized omnibus sworn statement, unless otherwise provided.
3. All transactions are subject to creditable withholding tax; and final Value Added Tax (VAT) or percentage tax per revenue regulation/s of the Bureau of Internal Revenue (BIR).
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery.
5. 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.

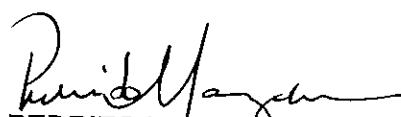
Bidders are required to submit one (1) original and one (1) copy/duplicate of their Eligibility, Technical and Financial documents. The bidders shall bind their original Eligibility, Technical and Financial requirements in one (1) folder, and the copies of which in a separate folder. All copies (original and duplicate) of Eligibility, Technical and Financial Documents shall be sealed in one (1) envelope. To facilitate the evaluation of bid offers, **a)** all forms are attached to this Invitation and **b)** bidders are advised to follow the requirements in the abovementioned checklist when placed in the folder, with documents tabbed and labeled accordingly.

The DOST-ASTI reserves the right to accept or reject an offer, to annul the negotiation process, and to reject all offers/proposals at any time prior to contract award, without thereby incurring liability to affected Bidder/s.

For further information, you may refer to:

DOST-ASTI BAC Secretariat

c/o Procurement Management Section
G/F DOST-ASTI Bldg., CP Garcia Ave.
UP Campus, Diliman, Quezon City
Telephone No.: +63 2 426-9760 local 1206/1212
Email: bac-sec@asti.dost.gov.ph
Website: asti.dost.gov.ph


PEDRITO B. MANGAHAS
Chairperson, BAC-1



INVITATION FOR NEGOTIATED PROCUREMENT

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), intends to negotiate, for the second time, as authorized by the Head of the Procuring Entity, per BAC Resolution No. 18-10-016 dated 09 October 2018, the **OUTSOURCING OF MANPOWER COMPLEMENT FOR EPIC PROJECT**, with a total Approved Budget for the Contract (ABC) of **Seven Hundred Eighty-Three Thousand Seventy-Two Pesos and 12/100 Only (₱783,072.12)**.

Procurement activities relative to the above procurement project will be conducted in the following schedules:

ACTIVITY	SCHEDULE
Pre-Negotiation Conference	26 October 2018, 1:30 PM
Deadline of Potential Bidders' Clarification	29 October 2018
Release of Supplemental Bid Bulletin	31 October 2018
Submission of Offers	05 November 2018, 12:00 NN
Opening of Offers	05 November 2018, 1:30 PM

The following eligibility and technical documents, as well as the financial proposal must be submitted at the Procurement Management Section, G/F DOST-ASTI Bldg., CP Garcia Ave., UP Campus, Diliman, Quezon City:

I. ELIGIBILITY AND TECHNICAL REQUIREMENTS

1. Valid and current platinum certificate of PhilGEPS Registration;
2. Duly notarized Omnibus Sworn Statement in accordance with Section 25.3 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 with attached Secretary's Certificate;
3. Statement of the Bidder's Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
4. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid and equivalent to at least fifty percent (50%) of the ABC;
5. Net Financial Contracting Capacity Computation (NFCC) or a committed Line of Credit from a universal or commercial bank. The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)]
 minus the value of all outstanding or uncompleted
 portions of the projects under ongoing contracts
 including awarded contracts yet to be started, coinciding
 with the contract to be bid.

6. If applicable, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the IRR of RA No. 9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

7. Bid Securing Declaration or any other form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the schedule provided for in Section 27.2 of the IRR of RA 9184, as follows:
 - a. Two percent (2%) of the ABC - Cash or cashier's/manager's check issued by a Universal or Commercial Bank;
 - b. Two percent (2%) of the ABC - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or
 - c. Five percent (5%) of the ABC - Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
8. Conformity/Compliance with Technical Specifications. Bidders must indicate "Comply" or "Not Comply" in each individual parameter of the technical specifications;
9. Conformity with Schedule of Requirements; and
10. The following documents which are required by existing laws and/or by the Procuring Entity:
 - a. Certificate of registration with the Department of Labor and Employment;
 - b. Certificate of registration with the Bureau of Internal Revenue;
 - c. For sole proprietorship, certificate of registration with the Department of Trade and Industry;
 - d. For corporations and partnerships, certificate of registration with the Securities and Exchange Commission; and
 - e. Certificate of registration with the following agencies:
 - Social Security System
 - Home Development Mutual Fund (Pag-IBIG Fund)
 - Philippine Health Insurance Corporation

II. FINANCIAL DOCUMENTS

1. Bid Form; and
2. Completed Price Schedule.

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office

or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

* This form will not apply for WB funded projects.