



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. 18-11-020 dated 13 November 2018, the **SUPPLY AND DELIVERY OF LAPTOP COMPUTERS FOR THE PHILIPPINE INDIGENOUS INSTRUMENT SOUNDS DATABASE AND DEPARTMENT OF ENERGY – OSECC PROJECTS**, with a total Approved Budget for the Contract (ABC) of **Seven Hundred Fourteen Thousand Seventy-Five Pesos Only (₱714,075.00)**.

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

ACTIVITY	SCHEDULE
Pre-Negotiation Conference	27 November 2018, 1:30 PM
Deadline of Potential Bidders' Clarification	29 November 2018
Release of Supplemental Bid Bulletin	03 October 2018
Submission of Offers	07 December 2018, 12:00 NN
Opening of Offers	07 December 2018, 3:00 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. Conformity with Technical Specifications using the attached form. Bidders must indicate "Comply" or "Not Comply" in each individual parameter of the technical specifications; and
5. Conformity with Schedule of Requirements using the attached form.

II. FINANCIAL DOCUMENTS

1. Bid Form; and
2. Completed Price Schedule using the attached format.

Bidders are required to submit one (1) original and one (1) copy of their Eligibility, Technical and Financial documents. The bidders shall separately bind their original Eligibility and Technical

requirements in a folder and the original Financial proposal in a separate folder. All copies of Eligibility and Technical Documents (original and duplicate) shall be sealed in one (1) envelope marked "ELIGIBILITY AND TECHNICAL DOCUMENTS". Likewise, all copies of Financial Proposal (original and duplicate) shall be sealed in another envelope marked "FINANCIAL PROPOSAL". To facilitate the evaluation of bid offers, 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. MANGHAS
Chairperson, BAC-1

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.

STATEMENT OF ALL ITS ONGOING GOVERNMENT AND PRIVATE CONTRACTS

Example:

No.	Contract Name	Contract Date & Contract Duration	Owner's name & address	Kinds of Goods / Services	Amount of Contract	Value of Outstanding Contract	Date of Delivery	Government or Private ("G" or "P")
1	XYZ Plan	01 Jan 2017, 5 Years	Juan Dela Cruz, Quezon City	Subscription Service	P99,000,000.00	P38,000,000.00	02 Jan 2017	G
Total Value of All Outstanding Contracts: P38,000,000.00								

No.	Contract Name	Contract Date & Contract Duration	Owner's name & address	Kinds of Goods / Services	Amount of Contract	Value of Outstanding Contracts	Date of Delivery	Government or Private ("G" or "P")
1								
2								
3								
4								

Total Value of All Outstanding Contracts: _____

*Supporting documents are not required.

CERTIFIED CORRECT:

Name of Company:

Signature of Authorized Representative:

Name and Designation:

Date:

TECHNICAL SPECIFICATION COMPLIANCE

ITEM/LOT NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	Laptop for Philippine Indigenous Instrument Sounds Database Project	
	Laptops Processor Type: at least Core™ i7 2.80 GHz or higher	
	Memory: At least 8 GB of RAM	
	Storage: At least 1 Solid State Drive Capacity 128 GB and 1 Hard Disk Drive 1 TB Screen Size: 15.6" Full HD (1920 x 1080) resolution	
	Graphics Memory Capacity: At least 4 GB GDDR5	
	Network & Communication Wireless LAN Standard IEEE 802.11ac Ethernet Technology	
	Gigabit Ethernet Built-in Devices	
	Microphone: Yes	
	Finger Print Reader: No	
	Number of Speakers: 2 Sound Mode Stereo	
	Interfaces/Ports 2x USB 3.0 1x USB 2.0 Network (RJ-45)	
	HDMI Output 1x USB 3.1 Type-C	
	Operating System: At least Windows 10 64-bit with license	
	Key Input Devices: Touch pad backlit keyboard	
	Battery Information: At least 3-cell lithium ion (Li-ion) 4605 mAh Maximum	
	Battery Run Time: 6 Hour Maximum	
	Power Supply Wattage: 135 W	
	With Laptop Bag, optical mouse and VGA to HDMI converter adapter	
	Warranty: At least 1-year warranty for parts and services	
2	Laptop for DOE-OSECC Project	
	Processor: 7th Generation Intel Core i7-7500U	
	Processor 2.70GHz (4M Cache, up to 3.50GHz)	
	Operating System:	
	Windows 10	
	Memory: 8GB LPDDR3 1866MHz	
	Video Card: Integrated Intel HD Graphics	
	Display: 13.3 inches QHD+ (3200 x 1800) touch display	
	Audio and Speakers:	
	Stereo speakers professionally tuned with waves	
	MaxxAudio® Pro 1W x 2 = 2W total	
	Storage: 256GB PCIe Solid State Drive	
	Battery: 56Whr battery (built-in)*	
	A/C Adapter: 45W AC adapter	
	Camera: Widescreen HD (720p) webcam with dual array digital microphones	
	Wireless: Killer 1535 802.11ac 2x2 WiFi and bluetooth 4.1	
	Dimensions: Height: 9-15mm (0.33 – 0.6")	
	Width: 304mm (11.98")	

	Depth: 200mm (7.88")	
	Ports: 2 USB 3.0 (1 with PowerShare)	
	1 Thunderbolt 3 Supports:	
	Power In / Charging	
	PowerShare	
	Thunderbolt 3 (40Gbps Bi-Directional)	
	USB 3.1 Gen 2 (10Gbps)	
	Native DisplayPort 1.2 Video Output	
	VGA, HDMI, Ethernet and USB-A via Adapter	
	Slots: 3-in-1 Card Reader (SD, SDHC, SDXC)	
	Noble Lock Slot	
	Camera: Widescreen HD (720p) webcam with dual array digital microphones	
	Carry Case: Backpack	
	With bluetooth mouse and headset	
	Warranty: At least 1-year warranty for parts and services	

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the **Advanced Science and Technology Institute**.

Item/Lot Number	Description	Quantity	Unit	Delivered, Days/Weeks/Months
1	Laptop for Philippine Indigenous Instrument Sounds Database Project	7	Unit	28 December 2018
2	Laptop for DOE-OSECC Project	1	Unit	28 December 2018

I hereby certify to comply and deliver all the above requirements.

Name of Company : _____
Signature of Authorized Representative : _____
Name of Authorized Representative : _____
Designation : _____
Date : _____

BID FORM

Date: _____
Request for Quotation No.: _____

**To : ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE
Department of Science and Technology Institute
DOST-ASTI Bldg., CP Garcia Ave., UP Technopark
UP Campus, Diliman, Quezon City 1101**

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period required by the Procuring Entity and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as required by the Procuring Entity.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Abroad

Name of Bidder _____ Request for Quotation Number **18-11-2250**.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

_____ [signature]

_____ [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines

Name of Bidder _____ Request for Quotation Number **18-11-2250**.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

_____ *[signature]*

_____ *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

