



ASTI-FM 03-11
REV 0/2 APR 2018

**DOST-ASTI Bids and Awards Committee
Invitation to Bid (Public Bidding)**

ITB No:	19-11-3029	Date:	November-25-2019
PR No:	GAA-19-11-9214	Date:	November-13-2019
Source of Funds:	GAA		
Total ABC:	Php 42,418,063.44		
Time, Date & Venue of Pre-bid Conference:	December 04, 2019, 1:30 PM at DOST-ASTI		
Time and Date of Submission of Bids:	December 16, 2019, 12:00 PM		
Time, Date & Venue of Opening Bids:	December 16, 2019, 1:30 PM at DOST-ASTI		
Date of availability of Complete Set of Documents:	November 26, 2019		
Deadline of Potential Bidder's Clarifications:	December 06, 2019		
Deadline of ASTI's Supplemental Bid Bulletin:	December 10, 2019		
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	<p>Engagement of a third party manpower service provider (outsourcing of manpower services for 2020)</p> <p>91 positions:</p> <ul style="list-style-type: none"> > 1 Supervising Science Research Specialist, SG 22, for 12 months @ Php65,319.00/month > 1 Senior Science Research Specialist, SG 19, for 12 months @ Php45,269.00/month > 2 Information Officer III, SG 18, for 12 months @ Php40,637.00/month > 1 Computer Programmer III, SG 18, for 12 months @ Php40,637.00/month > 15 Science Research Specialist II, SG 16, for 12 months @ Php33,584.00/month > 1 Science Research Specialist II, SG 16, for 6 months @ Php33,584.00/month > 3 Information Systems Analyst II, SG 16, for 12 months @ Php33,584.00/month 	1	lot	42418063.44	42,418,063.44

- > 2 Creative Arts Specialist II, SG 15, for 12 months @ Php30,531.00/month
- > 1 Project Evaluation Officer II, SG 15, for 12 months @ Php30,531.00/month
- > 3 Computer Programmer II, SG 15, for 12 months @ Php30,531.00/month
- > 1 Computer Programmer II, SG 15, for 6 months @ Php30,531.00/month
- > 4 Project Development Officer II, SG 15, for 12 months @ Php30,531.00/month
- > 1 Project Assistant IV, SG 14, for 12 months @ Php27,755.00/month
- > 1 Intellectual Property Rights Specialist I, SG 14, for 12 months @ Php27,755.00/month
- > 3 Senior Administrative Assistant I, SG 13, for 12 months @ Php25,232.00/month
- > 15 Science Research Specialist I, SG 13, for 12 months @ Php25,232.00/month
- > 5 Administrative Assistant VI, SG 12, for 12 months @ Php22,938.00/month
- > 1 Project Assistant III, SG 12, for 12 months @ Php22,938.00/month
- > 1 Computer Programmer I, SG 11, for 12 months @ Php20,754.00/month
- > 2 Administrative Assistant V, SG 11, for 12 months @ Php20,754.00/month
- > 2 Administrative Officer II, SG 11, for 12 months @ Php20,754.00/month
- > 2 Project Evaluation Officer I, SG 11, for 12 months @ Php20,754.00/month
- > 5 Project Development Officer I, SG 11, for 12 months @ Php20,754.00/month
- > 1 Science Research Analyst, for SG 11, for 12 months @ Php20,754.00/month
- > 3 Administrative Officer I, SG 10, for 12 months @ Php19,233.00/month
- > 2 Administrative Assistant IV, SG 10, for 12 months @ Php19,233.00/month
- > 1 Project Assistant II, SG 10, for 12 months @ Php19,233.00/month
- > 2 Administrative Assistant III, SG 9, for 12 months @ Php17,975.00/month
- > 2 Science Research Assistant, SG 9, for 12 months @ Php17,975.00/month
- > 1 Project Assistant I, SG 8, for 12 months @ Php16,758.00/month
- > 2 Administrative Assistant II, SG 8, for 12 months @ Php16,758.00/month
- > 1 Labor General Foreman, SG 8, for 12 months @ Php16,758.00/month
- > 1 Administrative Assistant I, SG 7, for 12 months @ Php15,738.00/month
- > 1 Administrative Aide VI, SG 6, for 12 months @ Php14,847.00/month
- > 1 Driver II, SG 4, for 12 months @ Php13,214.00/month

1. Bidders must consider the qualifications and duties of the positions per attached Annex A, "2020 DOST-ASTI

Outsourcing of Manpower Services".

2. Bidders must submit a breakdown of offers for each of the positions mentioned above using the attached template as Annex B, Breakdown of Bid for 91 Positions_DOST-ASTI. This document should be included in the Financial Component of the bid.
3. The number of positions and the position titles indicated herein may be changed within the contract period. As such, bidders must submit a detailed computation for the salary grades indicated in the attached Annex C, Detailed Computation of Monthly Billing per Salary Grade. In case of discrepancy in the amounts indicated in Annexes B and C, the figures indicated in Annex C shall prevail. The DOST-ASTI shall then recompute the figures indicated in Annex B.
4. The bidder shall submit a list of company-initiated benefits being offered to its employees which are likewise expected to be given to the staff that will be hired under this contract. It should be noted, however, that if the EXTERNAL PROVIDER does not have any company-initiated benefit, this should be stated in writing as well.
5. Bidders must submit with their bids the following documents:
 - 5.1. Latest Clearance Certificate covering at least the period of January – June 2019 from:
 - Social Security System
 - PhilHealth
 - Pag-IBIG/HDMF
 - 5.2. DOLE Registration Certificate
 - 5.3. DTI/SEC Registration Certificate
 - 5.4. Valid Tax Clearance
6. Bidders must comply with the Terms of Reference attached as Annex D, "DOST-ASTI 2020 Outsourcing of Manpower Complement Terms of Reference".
7. The employees to be hired under this contract are monthly-paid employees consistent with the definition of the Department of Labor and Employment as those who are paid every day of the month, including unworked rest days, special days, and regular holidays (Handbook Workers' Statutory Monetary Benefits, 2019 Edition, Section 1, Minimum Wage, Subsection D).
8. Bidders must comply with all specifications contained in this PR, TOR and supplemental bid bulletin, if any.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 42,418,063.44

RESERVATION CLAUSE

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.