



ASTI-FM 03-11
REV 1/13 January 2020

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

ITB No:	20-11-3306	Date:	November-25-2020
PR No:	GAA-20-11-10557	Date:	November-14-2020
Source of Funds:			
Total ABC:		Php 36,871,117.98	
Time, Date & Venue of Pre-bid Conference:		December 04, 2020, 11:00 AM at Videoconferencing (https://bit.ly/35ZG8Gt)	
Time and Date of Submission of Bids:		December 16, 2020, 10:00 AM	
Time, Date & Venue of Opening Bids:		December 16, 2020, 10:30 AM at DOST ASTI & Videoconferencing (https://bit.ly/2HyW)	
Date of availability of Complete Set of Documents:		November 26, 2020	
Deadline of Potential Bidder's Clarifications:		December 07, 2020	
Deadline of ASTI's Supplemental Bid Bulletin:		December 09, 2020	
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,

REYNALDO JOSEPH A. CALLAO JR.
BAC Chairman

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 January - September 2021)</p> <p>106 positions</p> <ul style="list-style-type: none"> > 4 Project Technical Specialist IV, SG 19, for 9 months @ Php48,313.00/month > 2 Project Administrative Officer III, SG 18, for 9 months @ Php43,681.00/month > 2 Project Technical Specialist III, SG 18, for 9 months @ Php43,681.00/month > 2 Project Administrative Officer I, SG 16, for 9 months @ Php36,628.00/month > 16 Project Technical Specialist I, SG 16, for 9 months @ Php36,628.00/month > 2 Project Technical Specialist I, SG 16, for 6 months @ Php36,628.00/month 	1	lot	36871117.98	36,871,117.98

- > 6 Project Administrative Assistant V, SG 14, for 9 months @ Php30,799.00/month
- > 1 Project Administrative Assistant V, SG 14, for 2 months @ Php30,799.00/month
- > 3 Project Technical Assistant V, SG 14, for 9 months @ Php30,799.00/month
- > 1 Project Technical Assistant V, SG 14, for 8 months @ Php30,799.00/month
- > 1 Project Technical Assistant V, SG 14, for 6 months @ Php30,799.00/month
- > 3 Project Administrative Assistant III, SG 12, for 9 months @ Php26,052.00/month
- > 16 Project Technical Assistant III, SG 12, for 9 months @ Php26,052.00/month
- > 4 Project Technical Assistant III, SG 12, for 6 months @ Php26,052.00/month
- > 5 Project Administrative Assistant II, SG 11, for 9 months @ Php23,877.00/month
- > 1 Project Administrative Assistant II, SG 11, for 5 months @ Php23,877.00/month
- > 11 Project Administrative Assistant I, SG 10, for 9 months @ Php21,205.00/month
- > 1 Project Administrative Assistant I, SG 10, for 4 months @ Php21,205.00/month
- > 9 Project Technical Assistant I, SG 10, for 9 months @ Php21,205.00/month
- > 6 Project Administrative Aide VI, SG 9, for 9 months @ Php19,593.00/month
- > 1 Project Administrative Aide VI, SG 9, for 3 months @ Php19,593.00/month
- > 2 Project Administrative Aide V, SG 8, for 9 months @ Php18,251.00/month
- > 1 Project Technical Aide V, SG 8, for 9 months @ Php18,251.00/month
- > 3 Project Administrative Aide IV, SG 7, for 9 months @ Php17,179.00/month
- > 2 Project Administrative Aide III, SG 6, for 9 months @ Php16,200.00/month
- > 1 Project Laborer III, SG 3, for 9 months @ Php13,752.00/month

1. Bidders must consider the qualifications of the positions per attached Annex A, "2021 Profile of DOST-COS Personnel in the DOST System".
2. Bidders must consider the duties of each position per attached Annex B, "Duties and Responsibilities of DOST-ASTI COS."
2. Bidders must submit a breakdown of offers for each of the positions mentioned above using the attached template as Annex C, Breakdown of Bid for 106 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 D, Detailed Computation of Monthly Billing per Salary Grade.
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 bidder 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. Proof of payments/Official Receipts for payment of contributions from January – June 2020:

- 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 E, "DOST-ASTI 2021 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.

9. CONTRACT PRICE. The billable amount under this contract and/or the contract price may be adjusted or updated in consideration of any of the following, subject to availability of funds:

a. Government-mandated increase on the minimum wage, cost of living allowance, SSS, PhilHealth and HDMF (Pag-IBIG) contributions or other similar increase mandated by the appropriate government authority.

In order to implement the adjustment, the bidder should notify the DOST-ASTI, in writing, about the increase in contributions duly supported by an updated/adjusted monthly billing rate per salary grade. Upon approval of the DOST-ASTI of the updated/adjusted monthly billing rate, the same can be immediately implemented.

b. Additional work (OT) required by the DOST-ASTI or deductive work (undertime and absences). The total cost of additive work or deductive work shall be based on the unit cost specified in the Contract Price including any approved adjustments during contract implementation. Payment for overtime work may also be charged against the savings generated from undertime and absences of outsourced staff.

The bidder should ensure that the OT claim is supported by required supporting documents per the internal rules and regulation of the DOST-ASTI on the matter.

c. Increase in salaries of government employees

pursuant to a directive/issuance by the Department of Budget and Management (DBM) which was used as basis in the computation of monthly basic salary rates. In case of salary increase, the unit cost referred to in Contract Price Item b. above shall accordingly be adjusted to the approved amended salary rates.

To implement the salary adjustment, the DOST-ASTI should notify the bidder, in writing, about the increase in prescribed basic salary rates of employees. The bidder should submit an updated/adjusted monthly billing rate per salary grade. Upon approval of the DOST-ASTI of the updated/adjusted monthly billing rate, the same can be immediately implemented.

The DOST-ASTI may create additional positions thru contract amendment provided that the same is consistent with RA No. 9184 and its 2016 revised IRR.

If any of these adjustments will result in an amount greater than the current contract price a Supplemental Contract indicating the adjusted/updated contract price should be prepared. Otherwise, the documents stipulated above shall suffice.

10. The bidder shall post a Performance Security prior to the signing of Contract, in the form of surety bond callable upon demand issued by a surety or insurance company duly accredited by the Insurance Commission, equivalent to thirty (30%) percent of the annual contract price.

11. The bidder 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 bidder or any of its employees. Such loss or damage must be reported in writing to the bidder within five (5) working days from occurrence or discovery thereof. When such loss or damage is caused by force majeure or fortuitous event, the bidder shall not, in any way, be made responsible.

12. The DOST-ASTI is not answerable or liable whatsoever for any claim of the assigned personnel arising from the performance of their duties and/or in the course of employment with the bidder, including claims for benefits due to the personnel.

13. The bidder shall provide a dedicated contact person who shall be responsible in addressing concerns relative to the implementation of this contract.

14. CONTRACT PERIOD. The term of this Contract shall be effective for a period of nine (9) months starting not earlier than January 2021 and ending not later than September 2021.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 36,871,117.98

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.