



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

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

<b>ITB No:</b>	20-12-3316	<b>Date:</b>	December-23-2020
<b>PR No:</b>	GAA-20-12-10656	<b>Date:</b>	November-27-2020
<b>Source of Funds:</b>			
<b>Total ABC:</b> Php 1,500,000.00			
<b>Time, Date &amp; Venue of Pre-bid Conference:</b> January 05, 2021, 10:30 AM at Videoconferencing ( <a href="http://bit.ly/34D4TqQ">http://bit.ly/34D4TqQ</a> )			
<b>Time and Date of Submission of Bids:</b> January 18, 2021, 10:00 AM			
<b>Time, Date &amp; Venue of Opening Bids:</b> January 18, 2021, 10:30 AM at DOST-ASTI & Videoconferencing ( <a href="http://bit.ly/2KscmC">http://bit.ly/2KscmC</a> )			
<b>Date of availability of Complete Set of Documents:</b> December 28, 2020			
<b>Deadline of Potential Bidder's Clarifications:</b> January 08, 2021			
<b>Deadline of ASTI's Supplemental Bid Bulletin:</b> January 11, 2021			
<b>Delivery Schedule:</b>			

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](http://www.asti.dost.gov.ph)

For further inquiries, contact ASTI's BAC Secretariat via email at [bac-sec@asti.dost.gov.ph](mailto: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><b>Managed Print Services</b></p> <p>1. QUALIFICATIONS OF THE SERVICE PROVIDER</p> <p>1.1. Service Provider must be a reseller, dealer or distributor of the brand being offered for a period of at least five (5) years.</p> <p>1.2. Service Provider must be an authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as to its being an Authorized Service Provider of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the service provider participating in the bidding.</p>	1	lot	1500000.00	1,500,000.00

## 2. SCOPE OF SERVICES

The contract shall include the following:

2.1 Supply, delivery and installation of ten (10) units Laser Monochrome 2019 Model of Multifunction Devices and two (2) units Laser Color Multifunction Devices;

2.2 Assistance in the installation of printer to all staff desktops/laptops;

2.3 Supply, delivery and installation of genuine and OEM printing consumables (toners, drum kits, etc. and not refilled or refurbished);

2.4 Inclusive of at least 200,000 Mono A4 pages and at least 90,000 Color A4 pages;

2.5 Delivery and set-up of Multifunction Device Fleet Management Software:

2.5.1 Cloud Based Fleet Management;

2.5.2 Centralized Cloud Job Accounting System and Dashboard;

2.5.3 Single Print Driver Solution – 1 Print Driver for All Network Device;

2.5.4 Pull Printing Capability – Follow me Print;

2.5.5 Email and Pin Authentication;

2.5.6 Capable of Proximity Card Authentication with Card Reader;

2.5.7 Support for Windows 10, 8, 8.1, 7, MAC 10.13 – 10.15, Ubuntu 16.04, 18.04 (both 64-bit), Redhat 8.0 (64-bit);

2.5.8 Firewall;

2.5.9 Firmware Integrity Security;

2.5.10 BIOS Integrity Security;

2.5.11 Commercial-level Workstation capable of accessing and maintaining the Fleet Management Software;

2.6 Provide one (1) onsite service unit. Service unit shall be the same model as the Laser Monochrome Multifunction Devices;

2.7 Provide Service Engineer/Technician within 24 hours upon escalation of report;

2.8 Submit Monthly Summary of Printer Usage Report;

2.9 Provide Multifunction Device Fleet Management Software Administration Training Course for at least three (3) persons. All training expenses shall be for the account of the winning bidder;

2.10 Provide one (1) session of End-User Training for Agency employees; and

2.11 Contract period of one (1) year.

## 3. PROJECT REQUIREMENTS

3.1 Guaranteed Print Volume:

Mono Pages: at least 200,000

Color Pages: at least 90,000

3.2 Technical Specifications

3.2.1 Nine (9) Units Laser Monochrome Multifunction Device (with fabricated table)

- 3.2.1.1 Copy/Print/Scan
- 3.2.1.2 Mono networkable
- 3.2.1.3 With a minimum speed of 43pm (ISO, A4)
- 3.2.1.4 First page out (A4, ready): As fast as 5.7 secs
- 3.2.1.5 Print resolution of up to 1200 x 1200
- 3.2.1.6 Max number of copies: Up to 999
- 3.2.1.7 Gigabit Ethernet 10/100/1000T Network
- 3.2.1.8 Memory: 1GB minimum
- 3.2.1.9 Processor Speed: No minimum
- 3.2.1.10 Paper Tray: Two (2) 500-sheet input tray (at least) and One (1) 100-sheet multi-purpose bypass tray
- 3.2.1.11 Monthly Duty Cycle (A4): Up to 150,000 pages
- 3.2.1.12 A least 8.0" Touchscreen Control Panel or LCD Panel
- 3.2.1.13 Production Model: 2019 or later

3.2.2 One (1) unit Laser Monochrome Multifunction Device (with fabricated table)

- 3.2.2.1 Copy/Print/Scan
- 3.2.2.2 Mono networkable
- 3.2.2.3 With a minimum speed of 43pm (ISO, A4)
- 3.2.2.4 First page out (A4, ready): As fast as 5.7 secs
- 3.2.2.5 Print resolution of up to 1200 x 1200
- 3.2.2.6 Max number of copies: Up to 999
- 3.2.2.7 Gigabit Ethernet 10/100/1000T Network
- 3.2.2.8 Memory: 1GB minimum
- 3.2.2.9 Processor Speed: No minimum
- 3.2.2.10 Paper Tray: Two (2) 500-sheet input tray (at least) and One (1) 100-sheet multi-purpose bypass tray
- 3.2.2.11 Monthly Duty Cycle (A4): Up to 150,000 pages
- 3.2.2.12 At least 8.0" Touchscreen Control Panel or LCD Panel
- 3.2.2.13 Supports Optical Character Recognition (OCR). Said feature may be built-in to the printer in a separate bundled software.
- 3.2.2.14 Production Model: 2019 or later

3.2.3 Two (2) units Laser Color Multifunction Device (may be requested, if necessary)

- 3.2.3.1 Copy/Print/Scan
- 3.2.3.2 Color networkable
- 3.2.3.3 Paper Size: Up to A3 size
- 3.2.3.4 With a Minimum Speed of 40ppm (A4)
- 3.2.3.5 First page out (A4, ready): As fast as 10 secs (Black and Color, A4)
- 3.2.3.6 Print resolution of up to 1200 x 1200
- 3.2.3.7 Scan speed of up to 90 ppm (Black and Color)
- 3.2.3.8 Max number of copies: Up to 999
- 3.2.3.9 Gigabit Ethernet 10/100/1000T Network
- 3.2.3.10 Memory: 7 GB
- 3.2.3.11 Processor Speed: No minimum
- 3.2.3.12 Monthly Duty Cycle (A4): Up to 300,000 pages
- 3.2.3.13 Paper Tray: Two (2) 500-sheet input tray (at least) and One (1) 100-sheet multipurpose bypass tray
- 3.2.3.14 At least 8.0" Touchscreen Control Panel or LCD Panel

3.2.3.15 Supports Optical Character Recognition (OCR). Said feature may be built-in to the printer in a separate bundled software.

3.2.3.16 Production Model: 2017 or later

#### 4. OTHER REQUIREMENTS

##### 4.1 Installation

4.1.1 Deliver and install the hardware in each office indicated in the distribution list (see "Annex A").

4.1.2 Supply of genuine and OEM printing supplies (toners, drum kits, not refilled or refurbished) installed on each machine upon delivery of the printers.

4.1.3 Complete the delivery, installation and configuration within forty-five (45) calendar days from the receipt of the Notice to Proceed. Otherwise, the Service Provider shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.

4.1.4 Provision and set-up of Multifunction Device Fleet Management Software

##### 4.2 Testing and Inspection

4.2.1 The Service Provider shall notify DOST – ASTI prior to the required inspection/testing of the managed print services.

4.2.2 The acceptance test procedure shall be in accordance with the following:

4.2.2.1 The acceptance testing will be undertaken for a period of 1-3 calendar days.

4.2.2.2 No offline printer/s with errors during the test period.

4.2.2.3 One (1) print test page and scanned document on each Multi-Function Printer (MFP).

Start of the service provider's billing shall be based on the certification to be issued by Property and Supply Section.

During the testing period, the Service Provider shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, fluctuations or failure or malfunction of DOST – ASTI's own network equipment.

##### 4.3 Implementation

4.3.1 Managed Print Services shall commence only from 01 January 2021, or upon acceptance of delivery, until 31 December 2021;

4.3.2 The Service Provider shall be able to provide Customer Service Support within four (4) working hours upon receipt of report; and

4.3.3 Provide an escalation list and procedure in reporting fault and outages.

##### 4.4 Training

4.4.1 Provide Multifunction Device Fleet Management Software Administration Training Course for at least three (3) persons.  
 4.4.2 Provide one (1) session of End-User Training for DOST-ASTI Employees for at least five (5) persons.  
 4.4.3 All trainings must be conducted within 20 working days from the acceptance of delivery and installation of hardware.  
 4.4.4 All training expenses shall be for the account of the Service Provider.

4.5 Other Documentary Requirements

4.5.1 Certificate from the local distributor/manufacturer indicating that the bidder is authorized reseller/dealer of the brand;  
 4.5.2 Certificate from the local distributor/manufacturer indicating that the bidder will provide genuine parts and toners.  
 4.5.3 Certificate from the local distributor/manufacturer indicating that the bidder is an Authorized Service Provider of the brand.  
 4.5.4 Certificate from the local distributor/manufacturer indicating that the bidder is an Authorized Service Provider to print/copy management software for device and accounts and transaction monitoring and reporting.

5. DUTIES AND RESPONSIBILITIES OF DOST – ASTI

5.1. Provide server hardware where the print server will be used according to service provider’s server specifications; and  
 5.2. Responsible for the safe custody and use of the equipment installed by the Service Provider.

6. TERMS OF PAYMENT

Payment shall be made on a monthly basis for twelve (12) months subject to submission of billing statement and other supporting documents by the Service Provider. Services shall only be billed based on the actual services received by DOST – ASTI, hence, may be computed by a fraction of a month.

7. DELIVERY SCHEDULE

Delivery shall be within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 1,500,000.00**

**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.