



ASTI-FM 03-10
REV 3/13 January 2020

**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Mar-16-2021, 2:00 PM		
RFQ No.:	21-03-3355	Date:	March-11-2021
PR No.:	GAA-21-02-10918	Date:	February-22-2021

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the item/s listed below. As such, suppliers, contractors, or distributors are invited to submit their quotation/s duly signed by authorized representative. Prospective bidder/s who will submit a proposal with the single/lowest calculated and responsive quotation shall be selected. Guidelines on the format and eligibility documents are listed at the box below the item/s to be procured.

Quotations may be sent via **a)** electronic mail at bac-sec@asti.dost.gov.ph, **b)** fax message, or **c)** delivering documents to the BAC Secretariat. For further inquiries, you may contact +63 2 249-8500 local 1206/1212 or +63 2 426-7423.

Thank you.

Respectfully,

REYNALDO JOSEPH A. CALLAO JR.
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Software License - Subscription - Graphic Design Software Suite</p> <p>1. Quantity: 5 licenses. 2. License type: Software subscription. 3. Licensee Account Name: Advanced Science and Technology Institute. 4. Subscription Period. 4.1. Maximum subscription period per license: 12 months. 4.2. Proposed monthly cost of each license shall not exceed budgeted cost of P5,833.33/month/license. 4.3. Actual contract and/or billing will be pro-rated monthly starting on actual license activation date and ending on account anniversary date (see License Management). 4.4. Proposal should indicate monthly cost of each license (or will otherwise be computed based on total proposal amount).</p> <p>5. License Management. 5.1. License(s) must be centrally deployed and assignable by DOST-ASTI to its personnel through an administrative account console. 5.2. DOST-ASTI shall provide administrative account details to the provider. 5.3. Account anniversary date is the date wherein the</p>	5	lic.	70000.00	350,000.00

<p>software subscription license period ends and would therein be the reckoning date for possible future renewal, or new/additional licenses, if any.</p> <p>6. Software suite inclusive individual applications.</p> <p>6.1. Image editing and compositing.</p> <p>6.1.1. Native editing, and 100% compatibility, for existing industry standard Photoshop CC .psd files.</p> <p>6.2. Vector graphics and illustration.</p> <p>6.2.1. Native editing, and 100% compatibility, for existing industry standard Illustrator CC .ai files.</p> <p>6.3. Page design and layout for print and digital publishing.</p> <p>6.3.1. Native editing, and 100% compatibility, for existing industry standard InDesign CC .indd files.</p> <p>6.4. Audio/Video (A/V) and effects production and editing.</p> <p>6.4.1. Native editing, and 100% compatibility, for existing industry standard Premiere CC files.</p> <p>6.5. Photo editing and content cataloguing.</p> <p>6.6. 2D character animation.</p> <p>6.7. Text, image, audio, and video web posting platform.</p> <p>6.8. Design and development of responsive websites.</p> <p>6.9. Web and UX/UI design and prototyping.</p> <p>6.10. Portable Document Format (PDF) editing.</p> <p>7. In-application access to stock libraries for design assets, i.e. fonts, images, graphics, videos, and 3D assets.</p> <p>8. Team support.</p> <p>9. Desktop and mobile device editing support.</p> <p>10. Cloud support.</p> <p>11. License Activation: Within Ten (10) calendar days from issuance of Notice to Proceed (NTP).</p>				
<p>2 Software License - Subscription - Video Webinar Add-on to Online Meeting Software Platform</p> <p>1. Quantity: 1 license.</p> <p>2. License type: Software subscription.</p> <p>3. Licensee Account Name: Advanced Science and Technology Institute.</p> <p>4. Subscription Period.</p> <p>4.1. Maximum subscription period per license: 12 months.</p> <p>4.2. Proposed monthly cost of each license shall not exceed budgeted cost of P1,416.67.00/month/license.</p> <p>4.3. Actual contract and/or billing will be pro-rated monthly starting on actual license activation date and ending on account anniversary date (see License Management).</p> <p>4.4. Proposal should indicate monthly cost of each license (or will otherwise be computed based on total proposal amount).</p> <p>5. License Management.</p> <p>5.1. License(s) must be centrally deployed and assignable by DOST-ASTI to its personnel through an administrative account console.</p> <p>5.2. DOST-ASTI shall provide administrative account details to the provider.</p>	1	lic.	17000.00	17,000.00

	<p>5.3. Account anniversary date is the date wherein the software subscription license period ends and would therein be the reckoning date for possible future renewal, or new/additional licenses, if any.</p> <p>6. Online Meeting Software Platform.</p> <p>6.1. Participant Capacity: Up to 100.</p> <p>6.2. Unlimited Group Meetings.</p> <p>6.3. Group Meeting Duration: 24 hours.</p> <p>6.4. Technical Support: Ticket and Live Chat.</p> <p>6.5. Recording: Local and 1 GB Cloud (per license).</p> <p>6.6. Unlimited 1-1 Meetings.</p> <p>6.7. Telephone Dial-In: Toll-based.</p> <p>6.8. Video Quality: Up to 720p.</p> <p>6.9. Screen Sharing.</p> <p>6.10. Breakout Rooms.</p> <p>6.11. HD Video and Voice.</p> <p>6.12. Virtual Background.</p> <p>6.13. Personal Meeting ID.</p> <p>6.14. Private and Group Chat.</p> <p>6.15. Host Controls.</p> <p>6.16. Co-Annotation on Screen Share.</p> <p>6.17. Remote Keyboard and Mouse Control.</p> <p>6.18. Whiteboarding.</p> <p>6.19. Multi-Share.</p> <p>6.20. Encryption.</p> <p>6.20.1. TLS Encryption.</p> <p>6.20.2. AES-256 Encryption for real-time content.</p> <p>6.21. Waiting Room.</p> <p>6.22. Assign Meeting Scheduler.</p> <p>6.23. REST API: Pro REST API Rate Limits.</p> <p>6.24. Social Media Streaming Stream to Facebook or YouTube Live.</p> <p>6.25. Reporting: Organization usage reports.</p> <p>7. Desktop and mobile device support.</p> <p>8. Cloud support.</p> <p>9. Compatible, fully integrated, and awarded as one lot with Video Webinar Add-on to Online Meeting Software Platform.</p> <p>10. License Activation: Within Ten (10) calendar days from issuance of NTP.</p>				
3	<p>Software License - Subscription - Video Webinar Add-on to Online Meeting Software Platform</p> <p>1. Quantity: 1 license.</p> <p>2. License type: Software subscription.</p> <p>3. Licensee Account Name: Advanced Science and Technology Institute.</p> <p>4. Subscription Period.</p> <p>4.1. Maximum subscription period per license: 12 months.</p> <p>4.2. Proposed monthly cost of each license shall not exceed budgeted cost of P3,000.00/month/license.</p> <p>4.3. Actual contract and/or billing will be pro-rated monthly starting on actual license activation date and ending on account anniversary date (see License Management).</p> <p>4.4. Proposal should indicate monthly cost of each license (or will otherwise be computed based on total proposal amount).</p>	1	lic.	36000.00	36,000.00

5. License Management.

- 5.1. License(s) must be centrally deployed and assignable by DOST-ASTI to its personnel through an administrative account console.
- 5.2. DOST-ASTI shall provide administrative account details to the provider.
- 5.3. Account anniversary date is the date wherein the software subscription license period ends and would therein be the reckoning date for possible future renewal, or new/additional licenses, if any.

6. Video Webinar Add-on to Online Meeting Software Platform.

- 6.1. Number of Attendees: Up to 100.
 - 6.2. Video Panelists.
 - 6.2.1. 100 interactive video panelists.
 - 6.2.2. 49 viewable on screen at one time.
 - 6.2.3. Screen Sharing from panelists (even videos with audio).
 - 6.2.4. Practice session for pre-event panelist preparation.
 - 6.3. Q and A with the ability to like and up-vote questions.
 - 6.4. In-webinar text-chat.
 - 6.5. Polling.
 - 6.6. Attendee and webinar performance reporting.
 - 6.7. Mute/unmute panelists.
 - 6.8. Promote attendees to be panelists.
 - 6.9. Whiteboarding and annotation tools.
 - 6.10. Customizable branded registration pages.
 - 6.11. Pre and post-webinar reminder emails.
 - 6.12. Post-event survey link.
 - 6.13. Recordings and transcripts.
 - 6.14. Integration with CRM and marketing automation applications with registration and attendee information.
 - 6.15. Live streaming to unlimited audiences on Facebook Live, YouTube, and custom streaming services.
 - 6.16. Language Interpreter support.
 - 6.17. Source tracking (up to 50 sources).
- 7. Desktop and mobile device support.
 - 8. Cloud support.
 - 9. Compatible, fully integrated, and awarded as one lot with Online Meeting Software Platform.
 - 10. License Activation: Within Ten (10) calendar days from issuance of NTP.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 403,000.00

GUIDELINES

A. Submission of Quotations

1. Quotation/s shall include the Request for Quotation and/or the Purchase Request Number as state above;
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation/s; and
3. Quotation/s must be signed by the company's duly authorized representative.

B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, as amended by Government Procurement Policy Board Resolution No. 21-2017 dated 30 May 2017, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

For Procurement of Goods

1. Upon submission of quotation
 - ✓ PhilGEPS Platinum Membership Certificate including Annex "A". If not available, the following alternate documents may be submitted:
 - PhilGEPS Registration Number
 - Mayor's Permit
 - For individuals/professionals engaged under Section 53.6, 53.7 and 53.9 of the 2016 IRR of RA No. 9184, only the Bureau of Internal Revenue (BIR) Certificate of Registration shall be submitted in lieu of the Mayor's Permit.
2. Upon issuance of Notice of Award (NOA)
 - ✓ Omnibus Sworn Statement
 - Applicable only for bidders who have submitted their quotation on item/s with a total Approved Budget for the Contract (ABC) of above Php50,000.00.
 - ✓ Income/Business Tax Return
 - Applicable only for: **a)** bidders who have submitted their quotation on item/s with a total ABC of above Php500,000.00; and **b)** bidders for Lease of Real Property and Venue (except for government agencies as lessors).

For Procurement of Infrastructure

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Philippine Contractors Accreditation Board License.

For Procurement of Consulting Services

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Professional Regulation Commission 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 upon issuance of NOA, unless otherwise provided;
3. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the 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; and
5. The DOST-ASTI 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.