



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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement: Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Nov-08-2021, 2:00 PM		
<b>RFQ No.:</b>	21-11-3638	<b>Date:</b>	November-02-2021
<b>PR No.:</b>	GAA-21-06-11563	<b>Date:</b>	June-09-2021

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,

**GERWIN P. GUBA**  
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>ICT Software Subscription for Virtual Meetings and Online Events (for 12 months)</b></p> <p>The online software subscription must provide a platform for unlimited virtual meetings and online events.</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. The Advanced Science and Technology Institute (herein referred as to the "Institute") is seeking qualified and competent bidders for the supply and delivery of an ICT Software Subscription for Virtual Meetings and Online Events.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Pro Subscription (12 months)</p> <p>2.1.1. License Management:</p> <p>2.1.1.1. License to be under the management of TLO unit.</p> <p>2.1.1.2. License must be centrally deployed and assignable by DOST-ASTI to its personnel through an administrative account console.</p> <p>2.1.1.3. DOST-ASTI shall provide administrative</p>	1	pc	62700.00	62,700.00

account details to the provider.

2.1.1.4. 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.

2.2. Online Meeting Software Requirements:

2.2.1. Participant Capacity: Up to 500

2.2.2. Unlimited group meetings

2.2.3. Unlimited one-on-one meetings

2.2.4. Group meeting duration: 30 hours

2.2.5. Technical support: Ticket and live chat

2.2.6. Recording: Local and 1 GB Cloud (per license)

2.2.7. Telephone Dial-In: Toll-based

2.2.8. Screen Sharing

2.2.9. Breakout Rooms

2.2.10. Virtual Background

2.2.11. Personal Meeting ID

2.2.12. Private and group chat.

2.2.13. Host controls

2.2.14. Co-Annotation on screen share

2.2.15. Remote keyboard and mouse control

2.2.16. Whiteboarding

2.2.17. Multi-share

2.2.18. Encryption

2.2.18.1. TLS Encryption

2.2.18.2. AES-256 Encryption for real-time content

2.2.19. Waiting room

2.2.20. Pin multiple people

2.2.21. Spotlight multiple people

2.2.22. Filters

2.2.23. Polling

2.2.24. Co-host and alternate host

2.2.25. Assign Meeting Scheduler

2.2.26. REST API: Pro REST API Rate Limits

2.2.27. Can be Streamed to at least two social media platform

2.2.28. Reporting

2.2.29. User management

2.2.30. Live Transcription

2.3. License Device Compatibility

2.3.1. Desktop and mobile device

3. TERMS AND CONDITIONS

3.1. Inclusive of a soft copy user/operation manual.

3.2. Inclusive of end-user orientation to be provided virtually by the supplier or to be provided as a video recording.

3.3. Inclusive of all applicable taxes, installation fees, and all relevant technical and administrative expenses upon deployment to ASTI.

3.4. Inclusive of technical and end-user support for 12 months either through email, chat, or customer hotline.

3.5. Access to version upgrades, new releases, bugfixes and critical security patches must be made available for one (1) year from the date of user acceptance.

4. DELIVERY AND PAYMENT TERMS

4.1. License Activation

4.1.1. Within ten (10) calendar days from issuance of Notice to Proceed (NTP)

4.2. On-set payment shall be made only upon certification/acceptance/by the end-user to the effect

that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 62,700.00**

### **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.