



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

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

<b>ITB No:</b>	21-11-3643	<b>Date:</b>	November-03-2021
<b>PR No:</b>	GAA-21-10-12675	<b>Date:</b>	October-27-2021
<b>Source of Funds:</b>			
<b>Total ABC:</b>	Php 49,861,500.00		
<b>Time, Date &amp; Venue of Pre-bid Conference:</b>	November 11, 2021, 9:00 AM at Via videoconferencing		
<b>Time and Date of Submission of Bids:</b>	November 23, 2021, 09:30 AM		
<b>Time, Date &amp; Venue of Opening Bids:</b>	November 23, 2021, 10:00 AM at DOST-ASTI and Videoconferencing		
<b>Date of availability of Complete Set of Documents:</b>	November 03, 2021		
<b>Deadline of Potential Bidder's Clarifications:</b>	November 13, 2021		
<b>Deadline of ASTI's Supplemental Bid Bulletin:</b>	November 16, 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,

**GERWIN P. GUBA**  
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>OUTSOURCING OF MANPOWER SERVICES (JANUARY 2022 - SEPTEMBER 2022)</b> OUTSOURCING OF MANPOWER SERVICES (JANUARY 2022 - SEPTEMBER 2022)</p> <p>1. BACKGROUND AND OBJECTIVE 1.1 The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) requires the services of an outsourcing firm engaged in staffing services, which will provide qualified or experienced manpower to the agency, to do administrative and technical duties. 1.2 The Approved Budget for the Contract or ABC is inclusive of all applicable government taxes and other service charges. 1.3 The technical specifications indicated herein are</p>	1	lot	49861500.00	49,861,500.00

minimum requirements, unless otherwise specified.

## 2. SPECIFICATIONS

- 2.1. Provide and assign one hundred thirty-one (131) manpower to DOST-ASTI, specifically:
  - 2.1.1. Four (4) Project Technical Specialist IV, SG 19, for 9 months @ Php48,313.00/month
  - 2.1.2. One (1) Project Technical Specialist III, SG 18, for 9 months @ Php43,681.00/month
  - 2.1.3. Two (2) Project Administrative Officer III, SG 18, for 9 months @ Php43,681.00/month
  - 2.1.4. Twenty-two (22) Project Technical Specialist I, SG 16, for 9 months @ Php36,628.00/month
  - 2.1.5. Two (2) Project Administrative Officer I, SG 16, for 9 months @ Php36,628.00/month
  - 2.1.6. Eight (8) Project Administrative Assistant VI, SG 15, for 9 months @ Php33,575.00/month
  - 2.1.7. Three (3) Project Technical Assistant VI, SG 15, for 9 months @ Php33,575.00/month
  - 2.1.8. Three (3) Project Technical Assistant V, SG 14, for 9 months @ Php30,799.00/month
  - 2.1.9. Three (3) Project Administrative Assistant IV, SG 13, for 9 months @ Php28,276.00/month
  - 2.1.10. Twenty-three (23) Project Technical Assistant IV, SG 13, for 9 months @ Php28,276.00/month
  - 2.1.11. Eight (8) Project Technical Assistant III, SG 12, for 9 months @ Php26,052.00/month
  - 2.1.12. Four (4) Project Administrative Assistant III, SG 12, for 9 months @ Php26,052.00/month
  - 2.1.13. Ten (10) Project Administrative Assistant II, SG 11, for 9 months @ Php23,877.00/month
  - 2.1.14. Fourteen (14) Project Technical Assistant II, SG 11, for 9 months @ Php23,877.00/month
  - 2.1.15. Seven (7) Project Administrative Assistant I, SG 10, for 9 months @ Php21,205.00/month
  - 2.1.16. One (1) Project Technical Assistant I, SG 10, for 9 months @ Php21,205.00/month
  - 2.1.17. Nine (9) Project Administrative Aide VI, SG 9, for 9 months @ Php19,593.00/month
  - 2.1.18. One (1) Project Technical Aide VI, SG 9, for 9 months @ Php19,593.00/month
  - 2.1.19. Three (3) Project Administrative Aide V, SG 8, for 9 months @ Php18,251.00/month
  - 2.1.20. One (1) Project Administrative Aide IV, SG 7, for 9 months @ Php17,179.00/month
  - 2.1.21. One (1) Project Administrative Aide III, SG 6, for 9 months @ Php16,200.00/month
  - 2.1.22. One (1) Project Administrative Aide I, SG 4, for 9 months @ Php14,400.00/month
- 2.2. Bidders must consider the qualifications of the positions per attached Annex "A" titled, "2022 Profile of DOST-COS Personnel in the DOST System".
- 2.3. Bidders must consider the duties of each position per attached Annex "B" titled, "2022 Duties and Responsibilities".
- 2.4. Bidders must submit a breakdown of offers for each of the positions mentioned above using the attached template as Annex "C" titled, "Breakdown of Bids for 131 Positions of DOST-ASTI". This document should be included in the Financial Component of the bid.

2.5. The number of positions and the position titles indicated herein may be changed, as well as creation of additional positions, within the contract period; PROVIDED that the changes are within the contract price. As such, bidders must submit a detailed computation for the salary grades indicated in the attached Annex "D" titled, "Detailed Computation of Monthly Billing per Salary Grade".

2.6. Bidders must comply with the Terms of Reference attached as Annex "E", titled, "DOST-ASTI 2022 Outsourcing of Manpower Complement Terms of Reference".

2.7. Provide a dedicated contact person who shall be responsible in addressing concerns relative to the implementation of the contract.

### 3. OTHER TERMS AND CONDITIONS

3.1. Bidders must comply with all specifications contained in this Purchase Request, Terms of Reference and supplemental bid bulletin, if any.

3.2. 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).

3.3. Bidder shall pay the manpower the required salaries and benefits mandated by law.

3.4. Bidder shall guarantee payment of salaries of manpower for the first three (3) months of the contract even prior to the release of funds from the agency.

3.5. 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:

3.5.1. 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.

3.5.2. 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

3.5.3. 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.

3.5.4. 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.

3.5.5. 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 shall accordingly be adjusted to the approved amended salary rates.

3.5.6. 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.

3.6. Bidder shall provide a reliever to temporarily substitute the assigned personnel to cover unexpected events, such as but not limited to long-term sickness absence, maternity leave, bereavement leave, among others, of the assigned personnel

3.7. Bidder shall process the requirements for travel of the assigned personnel.

3.8. 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.

3.9. 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.

3.10. 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.

#### 4. DOCUMENTARY REQUIREMENTS

4.1. The following documents must be submitted, as part of the Technical Component of the Bids:

4.1.1. Proof of payments/Official Receipts for payment of contributions from May 2021 to August 2021:

4.1.1.1. Social Security System

4.1.1.2. PhilHealth

4.1.1.3. Pag-IBIG/HDMF

4.1.2. DOLE Registration Certificate

4.2. Bidders must be ISO 9001:2015 Certified

#### 5. PAYMENT AND DELIVERY TERMS

5.1. The term of this Contract shall be effective for a period of nine (9) months from January 2022 to

<p>September 2022.</p> <p>5.2. The price of the bid is inclusive of government taxes and other charges.</p> <p>5.3. Payment shall be made subject to submission of billing statement and other supporting documents by the bidder. Services shall only be billed on the actual services received by the DOST-ASTI.</p>				
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<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>	<b>Php 49,861,500.00</b>
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<b>RESERVATION CLAUSE</b>
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<p>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.</p>
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