



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

**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>	Dec-06-2021, 2:00 PM		
<b>RFQ No.:</b>	21-11-3706	<b>Date:</b>	December-01-2021
<b>PR No.:</b>	ALAM-21-10-12684	<b>Date:</b>	October-20-2021

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>One (1) year subscription to issue tracking and agile project management tool (50 users)</b></p> <p>1. GENERAL STATEMENT / BACKGROUND / OBJECTIVES</p> <p>1.1 The Advanced Science and Technology Institute is seeking qualified and competent bidders for the Supply and Delivery of One (1) year subscription to cloud-based project management tool</p> <p>1.1.1. Migration of existing JIRA projects to JIRA cloud which can be used simultaneously by 50 users.</p> <p>1.1.2 On top of the existing DOST-ASTI's number of JIRA users, should be able to cover fifty (50) more users</p> <p>1.1.2. Number of users: Fifty (50) users</p> <p>1.1.3. Users will be added to the existing JIRA cloud instance of DOST-ASTI</p> <p>1.2. With an allotment of at least 250 GB storage</p> <p>1.3 Subscription period is twelve (12) months</p> <p>1.4 The approved budget for the contract is inclusive of all applicable government taxes and service charges</p> <p>1.5 The specifications written herein are of minimum requirements, unless otherwise stated</p> <p>2. FUNCTIONAL AND TECHNICAL SPECIFICATIONS</p> <p>2.1. Has pre-defined workflows suitable for software development projects but also allows custom</p>	1	lot	368500.00	368,500.00

	<p>workflows</p> <p>2.2. With Scrum and Kanban dashboards but also offers customized dashboards</p> <p>2.3. Able to track progress of projects</p> <p>2.4. Has extensive reporting feature to check progress of projects and sprints</p> <p>2.5. With powerful search engine to easily search for issues/tickets</p> <p>2.6. Accessible via computer and mobile devices</p> <p>2.7. Has access to plug-and-play add-ons i.e., development tools, can integrate with other software development tools such as test case managers</p> <p>3. AFTERSALES/TECHNICAL SUPPORT SERVICE</p> <p>3.1. Should provide assistance in migrating existing JIRA database to the cloud-based platform</p> <p>3.2. Technical support should be available at least 8 hrs from Monday to Friday and has the following response time: Application is down - 2 business hrs; Serious degradation - 6 business hrs; Moderate impact - 1 business day; Low impact -1-2 business days</p> <p>3.3. End-user must be able to request technical support by phone, email, or through a website</p> <p>3.4. With readily accessible documentations/instruction manuals</p> <p>4. WARRANTY SERVICE</p> <p>4.1. Access to version upgrades, new releases, bug fixes, and critical security patches, if any, must be made available during the duration of the subscription</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Subscription should be activated within fifteen (15) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>5.2. 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.</p>				
2	<p><b>One (1) year subscription to web-based test case management software (7 users)</b></p> <p>1. GENERAL STATEMENT / BACKGROUND / OBJECTIVES</p> <p>1.1 The Advanced Science and Technology Institute is seeking qualified and competent bidders for the Supply and Delivery of One (1) year subscription to web-based test case management software</p> <p>1.1.1 Extension of DOST-ASTI's existing Testrail subscription under the domain dostasti.testrail.io</p> <p>1.1.2 On top of the existing DOST-ASTI's number of Testrail users, should be able to cover seven (7) or more users</p> <p>1.1.3 Number of users: Min seven (7) users and max (10) users</p> <p>1.2 Subscription period is twelve (12) months</p> <p>1.3 With a minimum of 50GB storage</p>	1	lot	231000.00	231,000.00

1.4 The approved budget for the contract is inclusive of all applicable government taxes and service charges

1.5 The technical specifications indicated herein are minimum requirement, unless otherwise specified

## 2. FUNCTIONAL AND TECHNICAL SPECIFICATIONS

"2.1 Should allow to easily organize test suites, sections, and cases

2.2 Can organize your test cases in suites and section hierarchies.

2.3 Should have full test case history to track changes and ensure transparency.

2.4 Should have baselines for multiple branches and versions when you need it.

2.5 Should allow test run execution and real-time results tracking

2.6 Can organize your test runs in plans to track results for sprints and iterations.

2.7 Can easily track tests for mobile devices, browsers, OS combinations, and more.

2.8 Configurations let you verify tests against any platform or environment.

2.9 Should have built-in, actionable, real-time reporting and metrics

2.10 Should allow seamless integration with Jira and dozens of other tools

2.11 Should allow test assignment and email notifications

2.12 Should have flexible user roles, groups, permissions, and workflows

2.13 Can integrate with other software development platforms such as issue-ticketing tools

## 3. AFTERSALES/TECHNICAL SUPPORT SERVICE

3.1. Should provide assistance in migrating existing JIRA database to the cloud-based platform

3.2. Technical support should be available at least 8 hrs from Monday to Friday and has the following response time: Application is down - 2 business hrs; Serious degradation - 6

business hrs; Moderate impact - 1 business day; Low impact -1-2 business days

3.3. End-user must be able to request technical support by phone, email, or through a website

3.4. With readily accessible documentations/instruction manuals

## 4. WARRANTY SERVICE

4.1. Access to version upgrades, new releases, bug fixes, and critical security patches, if any, must be made available during the duration of the subscription

## 5. PAYMENT AND DELIVERY TERMS

5.1 Subscription should be activated within fifteen (15) calendar days upon issuance of Notice to Proceed (NTP).

5.2. 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 599,500.00**

## **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.