



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Mar-14-2022, 2:00 PM		
RFQ No.:	22-03-3768	Date:	March-08-2022
PR No.:	GAA-22-02-13214	Date:	February-21-2022

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,

BAYANI BENJAMIN R. LARA
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Subscription to SSL Certificate</p> <p>1. General</p> <p>1.1. Subscription to one (1) organization-validated wildcard SSL certificate</p> <p>1.2 With one-year validity period, start date to be determined and communicated by the end user in consideration of the expiration of DOST-ASTI's existing wildcard certificate (September 15, 2022)</p> <p>1.3 The specifications written herein are of minimum requirements, unless otherwise stated</p> <p>2. Features</p> <p>2.1. Trust Level should be Organization Validated</p> <p>2.2. Browser should display HTTPS with padlock</p> <p>2.3. Clickable Secure Site Seal</p> <p>2.4 Signature algorithm strength is SHA-256 with ECC option</p> <p>2.5 Certificate should be 2048-bit encryption strength</p> <p>2.6 It should secure both www.domain.com and domain.com (without the www)</p> <p>2.7 Secures a top level domain and all its first level subdomains</p> <p>2.8 Unlimited SSL server licensing within certificate validity period</p> <p>2.9 Unlimited reissuance to different servers / replacements for lifetime of Certificate</p>	1	lot	48500.00	48,500.00

	<p>2.10 Should come with a Free SSL and Website Security Checker with evaluation reports</p> <p>2.11 Should have a free management portal to manage purchased certificate with free feature to set unlimited number of user administrator</p> <p>2.12 Should have a Free Certificate Inventory Tool (CIT) to locate all SSL Certificates on your internal and public networks regardless of issuing CA</p> <p>2.13 There should be an alert/notification for expiration of certificates</p> <p>2.14 Root certificate should be available on all major browsers</p> <p>2.15 Underwritten Warranty should not be lower than US\$1.5M. A proof should be submitted.</p> <p>2.16 Certificate should perform Browser to Server authentication as well as server to server</p> <p>2.17 Cryptographic protocol version should be TLS 1.2</p> <p>2.18 Online Support page should be available for reference on how to generate CSR and install certificate</p> <p>2.19 Certificate Provider should be a Public Certification Authority. A proof should be submitted.</p> <p>2.20 Certificate Provider should be a member of CA Browser Forum. A proof should be submitted.</p> <p>3. Technical Support Service</p> <p>3.1 Preferably with local technical support team</p> <p>3.2 Technical support should be available at least 8 hrs from Monday to Friday</p> <p>3.3. End-user must be able to request technical support by phone, email, or ticketing system</p> <p>4. Notes</p> <p>4.1. Price is inclusive of government tax</p> <p>4.2 Charging: ASTI-GAA under IT Support project</p>				
2	<p>Subscription to PDF Editor</p> <p>1. General</p> <p>1.1. Renewal of DOST-ASTI's five (5) existing Foxit PDF editor licenses</p> <p>1.2 Subscription period is 12 months (October 2022 to October 2023)</p> <p>1.3 The specifications written herein are of minimum requirements unless otherwise stated</p> <p>2. Features</p> <p>2.1. Edit and modify PDF contents</p> <p>2.2. Export PDF Content</p> <p>2.3. Standard and XFA Form Filling</p> <p>2.4. OCR Text Recognition</p> <p>2.5. Scan documents directly to PDF file</p> <p>2.6. Edit scanned documents</p> <p>2.7. Compare PDF documents</p> <p>2.8. Design and deploy electronic forms</p> <p>2.9 Content Management System Integration</p> <p>2.10 RPA-Ready PDF Editor</p> <p>2.11 Secure PDF documents</p> <p>2.12 Sign PDF documents</p> <p>2.13 With accessibility features for people with disabilities</p>	1	lot	49975.00	49,975.00

2.14 Cloud-based PDF Editor
2.15 For Windows users (32-bit & 64 bit)

3. Technical Support Service

3.1 Technical support should be available at least 8 hrs from Monday to Friday

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

3.3. With readily accessible documentations/instruction manuals

4. Notes

4.1. Subscription period should be activated within 15 days after release of NTP

4.2 Price is inclusive of government tax

4.3 Charging: ASTI-GAA under IT Support project

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 98,475.00

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.