



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:	Jan-28-2022, 2:00 PM		
RFQ No.:	22-01-3733	Date:	January-24-2022
PR No.:	GAA-21-12-13033	Date:	December-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>Managed Print Services</p> <p>1. OBJECTIVE</p> <p>The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) seeks to procure a managed print services to effectively monitor and control its printer usage, save money and improve productivity. Also, DOST - ASTI expects to promote sustainability and document security.</p> <p>The DOST - ASTI shall require the Service Provider to provide printing and scanning services and supply genuine and original equipment manufacturer (OEM) consumables and will charge monthly services for the duration of the contract.</p> <p>2. LOCATION OF DELIVERY</p> <p>The equipment, supplies and other accessories included in the contract shall be delivered to the DOST - ASTI with address at DOST - ASTI Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.</p>	1	lot	660000.00	660,000.00

3. QUALIFICATIONS OF THE SERVICE PROVIDER

3.1. Service Provider must be a reseller, dealer or distributor of the brand being offered for a period of at least five (5) years.

3.2. Service Provider must be an authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as to its being an Authorized Service Provider of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the service provider participating in the bidding.

4. SCOPE OF SERVICES

The contract shall include the following:

4.1 Supply, delivery and installation of ten (10) units Laser Monochrome 2019 Model of Multifunction Devices and two (2) units Laser Color Multifunction Devices;

4.2 Assistance in the installation of printer to all staff desktops/laptops;

4.3 Supply, delivery and installation of genuine and OEM printing consumables (toners, drum kits, etc. and not refilled or refurbished);

4.4 Inclusive of at least 105,000 Mono A4 pages and at least 22,000 Color A4 pages;

4.5 Provide one (1) onsite service unit. Service unit shall be the same model as the Laser Monochrome Multifunction Devices;

4.6 Provide Service Engineer/Technician within 24 hours upon escalation of report;

4.7 Submit Monthly Summary of Printer Usage Report;

4.8 Software Administration Training as well as End-User's Training may be requested, if necessary.

4.9 Contract period from February to December 2022.

5. PROJECT REQUIREMENTS

5.1 Guaranteed Print Volume:

Mono Pages: at least 105,000

Color Pages: at least 22,000

5.2 Technical Specifications

5.2.1 Nine (9) Units Laser Monochrome Multifunction Device (with fabricated table)

5.2.1.1 Copy/Print/Scan

5.2.1.2 Mono networkable

5.2.1.3 With a minimum speed of 43pm (ISO, A4)

5.2.1.4 First page out (A4, ready): As fast as 5.7 secs

5.2.1.5 Print resolution of up to 1200 x 1200

5.2.1.6 Max number of copies: Up to 999

- 5.2.1.7 Gigabit Ethernet 10/100/1000T Network
- 5.2.1.8 Memory: 1GB minimum
- 5.2.1.9 Processor Speed: No minimum
- 5.2.1.10 Paper Tray: Two (2) 500-sheet input tray (at least) and One (1) 100-sheet multi-purpose bypass tray
- 5.2.1.11 Monthly Duty Cycle (A4): Up to 150,000 pages
- 5.2.1.12 A least 8.0" Touchscreen Control Panel or LCD Panel
- 5.2.1.13 Production Model: 2019 or later

5.2.2 One (1) unit Laser Monochrome Multifunction Device (with fabricated table)

- 5.2.2.1 Copy/Print/Scan
- 5.2.2.2 Mono networkable
- 5.2.2.3 With a minimum speed of 43ppm (ISO, A4)
- 5.2.2.4 First page out (A4, ready): As fast as 5.7 secs
- 5.2.2.5 Print resolution of up to 1200 x 1200
- 5.2.2.6 Max number of copies: Up to 999
- 5.2.2.7 Gigabit Ethernet 10/100/1000T Network
- 5.2.2.8 Memory: 1GB minimum
- 5.2.2.9 Processor Speed: No minimum
- 5.2.2.10 Paper Tray: Two (2) 500-sheet input tray (at least) and One (1) 100-sheet multi-purpose bypass tray
- 5.2.2.11 Monthly Duty Cycle (A4): Up to 150,000 pages
- 5.2.2.12 At least 8.0" Touchscreen Control Panel or LCD Panel
- 5.2.2.13 Supports Optical Character Recognition (OCR). Said feature may be built-in to the printer in a separate bundled software.
- 5.2.2.14 Production Model: 2019 or later

5.2.3 Two (2) units Laser Color Multifunction Device (may be requested, if necessary)

- 5.2.3.1 Copy/Print/Scan
- 5.2.3.2 Color networkable
- 5.2.3.3 Paper Size: Up to A3 size
- 5.2.3.4 With a Minimum Speed of 40ppm (A4)
- 5.2.3.5 First page out (A4, ready): As fast as 12 secs (Black and Color, A4)
- 5.2.3.6 Print resolution of up to 1200 x 1200
- 5.2.3.7 Scan speed of up to at least 65 ppm (Black and Color)
- 5.2.3.8 Max number of copies: Up to 999
- 5.2.3.9 Gigabit Ethernet 10/100/1000T Network
- 5.2.3.10 Internal Memory: At least 2.5GB
- 5.2.3.11 Processor Speed: No minimum
- 5.2.3.12 Monthly Duty Cycle (A4): Up to 200,000 pages
- 5.2.3.13 Paper Tray: Two (2) 500-sheet input tray (at least) and One (1) 100-sheet multipurpose bypass tray
- 5.2.3.14 At least 8.0" Touchscreen Control Panel or LCD Panel
- 5.2.3.15 Supports Optical Character Recognition (OCR). Said feature may be built-in to the printer in a separate bundled software.
- 5.2.3.16 Production Model: 2017 or later

6. OTHER REQUIREMENTS

6.1 Installation

6.1.1 Deliver and install the hardware in each office indicated in the distribution list (see "Annex A").

6.1.2 Supply of genuine and OEM printing supplies (toners, drum kits, not refilled or refurbished) installed on each machine upon delivery of the printers.

6.1.3 Complete the delivery, installation and configuration within forty-five (45) calendar days from the receipt of the Notice to Proceed. Otherwise, the Service Provider shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.

6.2 Testing and Inspection

6.2.1 The Service Provider shall notify DOST - ASTI prior to the required inspection/testing of the managed print services.

6.2.2 The acceptance test procedure shall be in accordance with the following:

6.2.2.1 The acceptance testing will be undertaken for a period of 1-3 calendar days.

6.2.2.2 No offline printer/s with errors during the test period.

6.2.2.3 One (1) print test page and scanned document on each Multi-Function Printer (MFP).

Start of the service provider's billing shall be based on the certification to be issued by Property and Supply Section.

During the testing period, the Service Provider shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, fluctuations or failure or malfunction of DOST - ASTI's own network equipment.

6.3 Implementation

6.3.1 Managed Print Services shall commence only from February 2022 or within 30 days upon issuance of Notice to Proceed, whichever comes later.

6.3.2 The Service Provider shall be able to provide Customer Service Support within four (4) working hours upon receipt of report; and

6.3.3 Provide an escalation list and procedure in reporting fault and outages.

6.4 Training

6.4.1 Software Administration Training as well as End-User's Training may be requested, if necessary.

6.4.2 All trainings must be conducted within 20 working days from the acceptance of delivery and installation of hardware.

6.4.3 All training expenses shall be for the account of the Service Provider.

6.5 Other Documentary Requirements

6.5.1 Certificate from the local distributor/manufacturer indicating that the bidder is authorized reseller/dealer of the brand;

6.5.2 Certificate from the local distributor/manufacturer indicating that the bidder will provide genuine parts and toners.

6.5.3 Certificate from the local distributor/manufacturer indicating that the bidder is an Authorized Service Provider of the brand.

6.5.4 Certificate from the local distributor/manufacturer indicating that the bidder is an Authorized Service Provider to print/copy management software for device and accounts and transaction monitoring and reporting.

7. DUTIES AND RESPONSIBILITIES OF DOST - ASTI

7.1. Provide server hardware where the print server will be used according to service provider's server specifications; and

7.2. Responsible for the safe custody and use of the equipment installed by the Service Provider.

8. TERMS OF PAYMENT

Payment shall be made on a monthly basis for twelve (12) months subject to submission of billing statement and other supporting documents by the Service Provider. Services shall only be billed based on the actual services received by DOST - ASTI, hence, may be computed by a fraction of a month.

9. DELIVERY SCHEDULE

Delivery shall be on February 2022 or within thirty (30) calendar days upon issuance of Notice to Proceed (NTP), whichever comes later.

10. NOTES

10.1. Any other term, condition or provision not stipulated in this document will be covered by a separate agreement as proposed and agreed upon by DOST-ASTI and the Contractor.

10.2. Bidders must comply with all specifications contained in this PR and supplemental bid bulletin, if any.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 660,000.00

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.