



**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>	Apr-04-2023, 2:00 PM		
<b>RFQ No.:</b>	23-03-4312	<b>Date:</b>	March-31-2023
<b>PR No.:</b>	NetMeshR8-23-03-16437	<b>Date:</b>	March-28-2023

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the enlisted item/s below. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, except otherwise specified in the requirements. Award may be considered for prospective bidder/s proven to be the single/lowest calculated and responsive quotation among all other quotations. Guidelines on the format of quotations and eligibility documents are listed below. Kindly follow the prescribed GUIDELINES to avoid DISQUALIFICATION.

Quotations may be submitted 1) manually to the BAC Secretariat at G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City or 2) sent via electronic mail at bac-sec@asti.dost.gov.ph. For further information, please contact the BAC Secretariat at +63 2 8249-8500 loc. 1206/1212.

Thank you.

**BAYANI BENJAMIN R. LARA**  
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>Design, Production, and Supply of Instructional Video for the NTC RFC 6349 Network Measurement Tool</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Design, Production, and Supply of instructional video for the NTC RFC 6349 Network Measurement Tool to be used for FY 2023.</p> <p>1.2. The video will be used as instructional material in several project activities such as information and education campaigns, and signing/turnover activities with partners/stakeholders, among others.</p> <p>1.3. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and services charges.</p> <p>1.4. The specifications written herein are of the minimum requirement, otherwise stated.</p> <p>2. SPECIFICATIONS</p> <p>2.1. The supplier must abide by and meet the following specifications:</p> <p>2.1.1. The video content should:</p> <p>2.1.2. Include information and functions of the</p>	1	lot	300000.00	300,000.00

RFC 6349.

2.1.3. Include a short video demonstrating

how

the RFC 6349 tool runs/works.

2.1.4. Scope of work

2.1.4.1. The supplier shall stick with

the

NetMesh team's supplied information.

2.1.4.2. The supplier should consult

with

the NetMesh team on all production

processes.

2.1.4.3. The supplier will handle all post-production requirements, especially graphics and animations, but with a necessary consultation with the NetMesh team.

2.1.4.4. The supplier should provide

the

voice-over script, subject to NetMesh team's approval.

2.1.5. Video Resolution

2.1.5.1. In Full HD Quality: 1920 x

1080

or otherwise discussed between the

parties

2.1.5.2. Video format shall be in

MP4/AVI/MKV

2.1.5.3. Supplier shall submit all the

raw

and project files related to producing

the video

2.1.5.4. NetMesh team will provide all

the

necessary information about the tools,

but the

supplier will be in charge of organizing

the clips.

2.1.6. Creation of Story Board

2.1.6.1. The NetMesh Team will

create the

storyboard, but the supplier should

attend

ALL scheduled storyboard meetings

to provide

their own comments and ideas for

improvement

and development of the video

material.

2.1.6.2. Equipment

2.1.6.2.1. The supplier shall

provide all

the necessary equipment

including,

but not limited to cameras,

lights,

microphones, voice-over

recording

equipment, tripods, stands, etc.

2.1.7. Background Music

2.1.7.1. The supplier shall provide up

	<p>to three (3) sample music background to be approved by the NetMesh team.</p> <p>2.1.8. Additional Frames and Revisions</p> <p>2.1.8.1 Three (3) rounds of major revisions, such as creating different animations and reshoots shall be allowed after the initial video draft is submitted.</p> <p>2.1.9. Revisions</p> <p>2.1.9.1. Minor revisions such as typos do not count against the number of major revisions and should be rectified immediately as necessary.</p> <p>2.1.10. Meetings</p> <p>2.1.10.1 Meetings (such as storyboarding and script reading/editing) shall be conducted in ASTI's office, with an estimate of four (4) days of meet-ups at the available time of the end-user.</p> <p>2.1.11. Timetable</p> <p>2.1.11.1. The supplier shall submit a detailed timetable of the project deliverables.</p> <p>Final video output shall be approved by the team and shall be submitted on or before May 15, 2023</p> <p>2.1.12. Submissions</p> <p>2.1.12.1 The supplier shall submit the following:</p> <p>2.1.12.1.1. Detailed timetable for the creation of the video material including pre and post productions</p> <p>2.1.12.1.2. Raw and project files used in the production of the video</p> <p>2.1.12.1.3. Video output with English and Filipino subtitles</p> <p>2.1.13. Payment Terms</p> <p>2.1.13.1. Prices must be inclusive of government taxes and other charges.</p> <p>2.1.13.2. Payment upon full delivery.</p>				
2	<p><b>Design, Production, and Supply of Informational Video for the NetMesh Project</b></p> <p>1. GENERAL OVERVIEW</p>	1	lot	320000.00	320,000.00

1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Design, Production, and Supply of informational video for the NetMesh Project to be used for FY 2023.

1.2. The video will be used as informational material in several project activities such as information and education campaigns, and signing/turnover activities with partners/stakeholders, among others.

1.3. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and services charges.

1.4. The specifications written herein are of the minimum requirement, otherwise stated.

## 2. SPECIFICATIONS

2.1. The supplier must abide by and meet the following

specifications:

2.1.1. The video content should:

2.1.2. Include information about the NetMesh Project

2.1.3. Include a short video on the NetMesh accomplishments, training and field testing activities

2.1.4. Scope of work

2.1.4.1. The supplier shall stick with the NetMesh team's supplied information.

2.1.4.2. The supplier should consult with the NetMesh team on all

production

processes.

2.1.4.3. The supplier will handle all post-production requirements

especially

graphics and animations, but with necessary consultation with the NetMesh team.

2.1.4.4. The supplier should provide

the

voice-over script, subject to NetMesh team's approval

2.1.5. Video Resolution

1080

2.1.5.1. In Full HD Quality: 1920 x

1080

or otherwise discussed between the

parties

2.1.5.2. Video format shall be in

MP4/AVI/MKV

2.1.5.3. Supplier shall submit all the

raw

and project files related to producing

the video

2.1.5.4. NetMesh team will provide all the necessary information about the

tools,

but the supplier will be in charge of

organizing

the clips.

2.1.6. Creation of Story Board

2.1.6.1. The NetMesh Team will create the storyboard, but the supplier should attend ALL scheduled storyboard meetings to provide their own comments and ideas for the improvement and development of the video material.

2.1.6.2. Equipment

2.6.2.1. The supplier shall provide all the necessary equipment including, but not limited to cameras, lights, microphones, voice-over recording equipment, tripods, stands, etc.

2.1.7. Background Music

2.1.7.1. The supplier shall provide up to three (3) sample music background to be approved by the NetMesh team.

2.1.8. Additional Frames and Revisions

2.1.8.1 Three (3) rounds of major revisions, such as creating different animations and reshoots shall be allowed after the initial video draft is submitted.

2.1.9. Revisions

2.1.9.1. Minor revisions such as typos do not count against the number of major revisions and should be rectified immediately as necessary.

2.1.10. Meetings

2.1.10.1 Meetings (such as storyboarding and script reading/editing) shall be conducted in ASTI's office, with an estimate of four (4) days of meet-ups at the available time of the end-user.

2.1.11. Timetable

2.1.11.1. The supplier shall submit a detailed timetable of the project deliverables. Final video output shall be approved by the team and shall be submitted on or before May 15, 2023

2.1.12. Submissions

2.1.12.1 The supplier shall submit the following:

2.1.12.1.1. Detailed

timetable for the material including files used video English	creation of the video pre and post productions 2.1.12.1.2. Raw and project in the production of the 2.1.12.1.3. Video output with and Filipino subtitles				
2.1.13. Payment Terms	2.1.13.1. Prices must be inclusive of government taxes and other charges.				
	2.1.13.2. Payment upon full delivery.				

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 620,000.00**

**GUIDELINES**

**A. Content and Format of Quotations**

1. The Quotation/s must include the RFQ Number or the PR Number indicated above
2. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:
  - a. Computer and electronic equipment and its accessories or peripherals
  - b. Software applications, programs, and digital licenses
  - c. Commercial off-the-shelf electronic devices or components
3. The Quotation/s must indicate the registered business name of the company (or individual), business address and contact number. It must also include the full name and signature of the company's authorized representative.
4. BIR Certificate of Registration for new DOST-ASTI suppliers.

**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, 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
  - a. Valid PhilGEPS Registration Number / Organization ID
  - b. Valid Mayor's/Business Permit
2. Upon issuance of Notice of Award (NOA)
  - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
  - b. Income/Business Tax Return (For ABCs above P500,000.00)

**For Procurement of Infrastructure**

1. Upon submission of quotation
  - a. Valid PhilGEPS Registration Number / Organization ID
  - b. Valid Mayor's/Business Permit
  - c. Valid PCAB License
2. Upon issuance of NOA
  - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
  - b. Income/Business Tax Return (For ABCs above P500,000.00)

*\*Requirements under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the revised IRR of RA No. 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are engaged in business.*

*\*\*Requirements under Section 53.10 (Lease of Real Property or Venue) of the revised IRR of RA No. 9184, specifically Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return will not apply to government agencies as lessors.*

*\*\*\*For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.*

**C. Terms and Conditions**

1. *Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;*
2. *All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;*
3. *Liquidated damages of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 68 of the revised IRR of RA No. 9184; and*
4. *The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.*