



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



INVITATION FOR NEGOTIATED PROCUREMENT

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to negotiate the **PROVISION OF JANITORIAL SERVICES FOR DOST-ASTI EXTENSION OFFICE (UP-NEC) FOR CY 2025 (EARLY PROCUREMENT ACTIVITY)** with a total Approved Budget for the Contract (ABC) of **THREE HUNDRED FORTY-ONE THOUSAND TWO HUNDRED SEVENTY PESOS ONLY (₱341,270.00)**.

The project will be procured through **Negotiated Procurement (Two Failed Biddings)**, an Alternative Method of Procurement, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Procurement activities relative to the above procurement project will be conducted on the following schedules:

ACTIVITY	SCHEDULE
Posting of Request for Quotation	02 December 2024
Negotiation Conference	06 December 2024, 9:00 AM
Deadline of Potential Bidders' Clarification	09 December 2024
Release of Supplemental/Bid Bulletin (If applicable)	11 December 2024
Deadline of Submission of Best and Final Bid Offers	18 December 2024, 9:00 AM
Opening of Best and Final Bid Offers	18 December 2024, 9:30 AM

The **Negotiation Conference** and **Opening of Best and Final Bid Offers** will be held via **videoconference/webcasting** and interested bidders may join through:

ACTIVITY	LINK
Negotiation Conference	https://bit.ly/41iXlm5
Opening of Best and Final Bid Offers	https://bit.ly/3ZcKSTD

The following documents must be submitted **manually** to the **Bids and Awards Committee (BAC) Secretariat, G/F DOST-ASTI Bldg., CP Garcia Ave., UP Campus, Diliman, Quezon City 1101**:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
and

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; **and**
- (g) Additional contract documents:
 1. Proof of Authority of the Bidder's authorized representative/s, i.e., Secretary's Certificate or Special Power of Attorney;
 2. Client/Customer Feedback Form, with at least Very Satisfactory in rating, from at least one (1) government agency or private corporation, with whom the janitorial service provider has a past or ongoing contract for three (3) years. The bidder may submit Client/Customer Feedback Forms from multiple clients as long as the aggregate period of the past or ongoing contracts is not less than three (3) years;
 3. Department of Labor and Employment (DOLE) Registration Certificate;
 4. Proof of registration to the following:
 - a. Social Security System (SSS);
 - b. Philippine Health Insurance Corporation (PhilHealth); and
 - c. Home Development Mutual Fund (HDMF) / Pag-IBIG.

Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

All copies of Eligibility and Technical Documents (original and duplicate) shall be sealed in one (1) envelope marked "TECHNICAL COMPONENT ENVELOPE". Likewise, all copies of Financial Proposal (original and duplicate) shall be sealed in another envelope marked

“FINANCIAL COMPONENT ENVELOPE”. To facilitate the evaluation of bid offers, bidders are advised to follow the requirements in the abovementioned checklist when placed in the folder, with documents tabbed and labeled accordingly.

The DOST-ASTI reserves the right to accept or reject an offer, to annul the negotiation process, and to reject all offers/proposals at any time prior to contract award, without thereby incurring liability to affected Bidder/s.

For further information, you may refer to:

DOST-ASTI BAC Secretariat

c/o Procurement Management Section

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UP Campus, Diliman, Quezon City

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