



INVITATION FOR NEGOTIATED PROCUREMENT

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to negotiate the **SUPPLY AND DELIVERY OF FOUR (4) UNITS GRAPHIC AND MULTIMEDIA DESIGN LAPTOP AND OTHER ITEMS**, with a total Approved Budget for the Contract (ABC) of **SEVEN HUNDRED TWENTY-TWO THOUSAND SEVEN HUNDRED THIRTY PESOS ONLY (₱722,730.00)**.

The procurement of 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 in the following schedules:

ACTIVITY	SCHEDULE
Posting of Request for Quotation	12 October 2021
Pre-Negotiation Conference	18 October 2021, 10:00 AM
Deadline of Potential Bidders' Clarification	24 October 2021
Release of Supplemental/Bid Bulletin (If applicable)	27 October 2021
Deadline of Submission of Bid Offers	02 November 2021, 10:00 AM
Opening of Bid Offers	02 November 2021, 10:30 AM

The Pre-Negotiation Conference will be held via **videoconference/webcasting** and interested bidders may join through: <https://bit.ly/2YH9nwp>. 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);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) 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**
- (f) 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**
- (g) 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**
 - (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
 - (i) 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**
 - (j) Additional contract documents:
 - i. Proof of offers for manufacturer's supplied items containing all the technical information about the product, i.e., product brochures, unamended product literature, among others;
 - ii. Proof of warranty; and
 - iii. Duly accomplished Service Level Agreement.
 - (k) Compliance to Schedule of Requirements; **and**
 - (l) Compliance to Technical Specifications.

Financial Documents

- (m) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
and
- (n) 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

- (o) 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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