



ASTI-FM 03-11
REV 2/30 APR 2024

DOST-ASTI Bids and Awards Committee
Invitation to Bid (Public Bidding)

IB No:	24-06-4870	Date:	August-01-2024
PR No:	GAA-24-06-19356	Date:	June-05-2024
Source of Funds:			
Total ABC:	Php 1,455,760.00		
Time, Date & Venue of Pre-bid Conference:	August 09, 2024, 9:00 AM at Videoconferencing (MS Teams)		
Time and Date of Submission of Bids:	August 22, 2024, 09:00 AM		
Time, Date & Venue of Opening Bids:	August 22, 2024, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams)		
Date of availability of Complete Set of Documents:	August 02, 2024		
Deadline of Potential Bidder's Clarifications:	August 12, 2024		
Deadline of ASTI's Supplemental Bid Bulletin:	August 15, 2024		
Delivery Schedule:			

The *Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI)*, through its Bids and Awards Committee (BAC), hereby invites all interested Bidders to submit their bids for the *item/s* listed below. *Section II. Instructions to Bidders (ITB) of the DOST-ASTI Bidding Documents provides information necessary for bidders to prepare responsive bids, in accordance with the requirements of DOST-ASTI. The ITB likewise provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and award of contract.*

Bidding will be conducted through open competitive bidding procedures *using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.*

A complete set of *DOST-ASTI Bidding Documents* may be acquired by interested Bidders on the date and address given on this document, and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the Government Procurement Policy Board. Further, the *DOST-ASTI Bidding Documents* may be accessed through the *DOST-ASTI website (https://asti.dost.gov.ph/)*.

For further inquiries, you may contact the **DOST-ASTI BAC Secretariat** at telephone number **+63 2 8249-8500 / +63 2 8426-9755 local 1206/1212** or send your message to **bac-sec@asti.dost.gov.ph**.

Respectfully,

BAYANI BENJAMIN R. LARA
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	ASTI Doors Replacement 1. BACKGROUND AND OBJECTIVES 1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply, Delivery, and Installation of Twenty-Five (25) Doors at DOST-ASTI Building (including removal and reframing) to improve and renovate its existing facilities by providing an adequate, conducive, and more safety-working environment for ASTI employees, clients, and visitors. 2. APPROVED BUDGET FOR THE CONTRACT	1	lot	1455760.00	1,455,760.00

2.1. The total Approved Budget for the Contract for this procurement is One Million Four Hundred Fifty-Five Thousand Seven Hundred Sixty Pesos (₱1,455,760.00), inclusive of all applicable government taxes and other charges.

3. DELIVERY AND PROJECT DURATION

3.1. The project duration for the DOST-ASTI doors replacement shall be for a period of sixty (60) calendar days upon the issuance of Notice to Proceed.

3.2. Any request for delivery and time extension shall be for valid reasons or of unforeseen circumstances subject to approval, in writing, by DOST-ASTI which must be submitted before the end of the contract.

3.3. Delivery site is DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City

4. QUALIFICATION OF SUPPLIER

4.1. The Supplier must have at least five (5) years of similar and/or relevant experience related to this Terms of Reference, reckoned from the date of registration with the Department of Trade and Industry for sole proprietorships; Securities and Exchange Commission for corporations and partnerships; or Cooperative Development Authority for cooperatives.

4.2. The Supplier must have completed at least three (3) similar and/or relevant projects in the last three (3) years.

4.3. The Supplier must have the necessary equipment, tools, facilities and other means necessary to deliver the goods under this contract.

5. GENERAL REQUIREMENTS

5.1. The Supplier shall provide materials, tools, labor and other necessary services and equipment required to complete all the works of the project although not specifically mentioned in the specifications, working drawings, or in other contract documents without extra cost to DOST-ASTI.

5.2. Protect and maintain in the required acceptable conditions of all repairs works and accessories during construction until hand over.

5.3. All materials shall be subject to inspection and approval of DOST-ASTI prior installation.

5.4. Properly manage and dispose of all materials and waste generated during and after the project in accordance with local regulations.

6. SCOPE OF WORKS

6.1. The Supplier is required to perform ocular. He will be deemed to have done this before preparing his proposal and any subsequent claims on the grounds of inadequate or inaccurate information will not be entertained.

6.2. Removal and reframing of twenty-five (25)

existing doors and door frames, and other materials to be replaced, in all identified areas specified in "Annex A" and "Annex B".

6.2.1. Replace and install appropriate / compatible door frames, if any, on the new doors to be installed.

6.2.2. Upon removal and reframing of the existing doors, the Supplier shall rehabilitate all the destructed areas and restore in place all areas. This includes the restoration of physical, aesthetic features and painting of structures.

6.2.3. Restoration shall be properly checked by DOST-ASTI. Rectification shall be made to the satisfaction of the DOST-ASTI end-user/representative.

6.3. Supply and delivery of new Doors shall be done during office hours, unless instructed by the end-user, at DOST-ASTI, Diliman, Quezon city for inspection of ASTI personnel/representative.

6.4. Mounting and Installation of new Doors and all its components on the refitted door frames.

6.5. Provision of demonstration and testing of newly installed doors.

6.6. Supply of other equipment, including all necessary accessories and appurtenances not specifically mentioned herein but are considered standard issue and necessary for the safe, reliable, and proper operation of the Doors.

7. TECHNICAL SPECIFICATIONS

7.1. Specifications and the quantities required in the labor and materials for the installation of the new doors are stipulated in the attached Annex A.

8. SUBMITTALS

8.1. Provide as built and schematic diagrams of installed doors and its components. Three (3) set of as built drawings in printed form (20"x30") and/or A3 whichever is required by DOST-ASTI and a softcopy in a PDF and DWG format submitted in email or USB.

8.2. All submittals shall be complete and shall contain all required and detailed information.

9. WARRANTY

9.1. The Supplier shall guarantee the following goods supplied to be free from defects for a period of one (1) year upon the issuance of Certificate of Completion and Acceptance of the completed project by DOST-ASTI. Form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

9.2. Exclusions: This warranty does not cover damages or defects resulting from improper maintenance, misuse, natural disasters, or any modifications or alterations made by parties other than the supplier.

9.3. Service Level Agreement:

9.3.1. Within the warranty period, from the date of acceptance, the Supplier shall guarantee the goods to be free from the following defects:

9.3.1.1. Cracks on the glass surfaces.

9.3.1.2. Malfunctioning door hinge.

9.3.1.3. Defective door accessories & patch fittings.

9.3.2. Every year within the warranty period, the Supplier shall perform the following services:

9.3.2.1. Conduct semi-annual inspection of the goods as specified in the contract to ensure that the said goods are free from above-mentioned defects; and

9.3.2.2. Submit report certifying satisfactory conditions of the goods as specified in the contract.

9.3.3. After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by the winning bidder/supplier within 72 hours after receipt of a verbal and/or written notice from the procuring entity.

10. PAYMENT TERMS

10.1. Payment shall be made only upon certification/acceptance by the End-user that the Goods are delivered in accordance with the terms of this Contract and are inspected and accepted. No payment shall be made for Goods not yet rendered under this Contract.

11. LIQUIDATED DAMAGES

11.1. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for everyday of delay. Once the cumulative number of liquidated damages reaches 10% of the amount of the contract, DOST-ASTI shall rescind the contract, without prejudice to other courses of action and remedies open to it.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 1,455,760.00

RESERVATION CLAUSE

The Advanced Science and Technology Institute 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.