



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

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

IB No:	24-09-5015	Date:	September-30-2024
PR No:	GAA-24-09-19829	Date:	September-02-2024
Source of Funds:			
Total ABC:	Php 1,951,620.00		
Time, Date & Venue of Pre-bid Conference:	October 10, 2024, 9:00 AM at Videoconferencing (MS Teams)		
Time and Date of Submission of Bids:	October 22, 2024, 09:00 AM		
Time, Date & Venue of Opening Bids:	October 22, 2024, 9:30 AM at DOST-ASTI & Videoconferencing (MS Teams)		
Date of availability of Complete Set of Documents:	October 04, 2024		
Deadline of Potential Bidder's Clarifications:	October 12, 2024		
Deadline of ASTI's Supplemental Bid Bulletin:	October 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	Provision of Managed Print Services 1. OBJECTIVE 1.1. The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) seeks to procure a managed print service to effectively monitor and control its printer usage, save money and improve productivity. Also, DOST-ASTI expects to promote sustainability and document security. 1.2. The DOST-ASTI shall require the Service Provider to provide printing and scanning services and supply genuine and Original Equipment Manufacturer	1	lot	1951620.00	1,951,620.00

(OEM) consumables and will charge monthly services for the duration of the contract.

2. PROJECT COVERAGE AND LOCATION

2.1. The equipment, supplies, and other accessories included in the contract shall be delivered to DOST-ASTI to the address DOST-ASTI Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.

2.2. The contract coverage shall be from January 2025 or upon notice of end-user until 31 December 2025.

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

4.1. The contract shall include the following:

4.1.1. Supply, delivery, and installation of ten (10) units monochrome printer of multifunction devices and one (1) unit color multifunction devices.

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

4.1.3. Assistance in the installation of printer to all staff desktops/laptops.

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

4.1.5. Inclusive of at least 260,000 Mono A4 pages and at least 60,000 Color A4 pages;

4.1.6. The service provider shall be able to provide customer service support within four (4) working hours upon receipt of report.

4.1.7. Provide Service Engineer/Technician within 48 hours upon escalation of report;

4.1.8. Submit Monthly Summary of Printer Usage Report.

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

4.1.10. The duration of this contract shall be from January 2025 or upon notice of end-user to 31 December 2025.

5. PROJECT REQUIREMENT

5.1. Guaranteed Print Volume:

5.1.1. Mono Pages: At least 260,000

5.1.2. Color Pages: At least 60,000

5.2. Technical Specifications

5.2.1. Ten (10) Units of Monochrome Laser Multi-Function Printers (MFP)

5.2.1.1. Copying, printing and scanning device

5.2.1.2. Minimum Print Copy Speed: 45 ppm

5.2.1.3. First Page Out: As fast as 6 sec

5.2.1.4. Print Quality: up to 600 x 600 dpi or better

5.2.1.5. Copy Resolution: up to 600 x 600 dpi or better

5.2.1.6. Scan Resolution: up to 600 dpi or better

5.2.1.7. Memory: at least 1.0 GB

5.2.1.8. Processor Speed: at least 1.0 GHz

5.2.1.9. Paper Handling Input: Three (3) trays with at least two (2) that can contain at least 500 sheets

5.2.1.10. Document Feeder: At least 50-sheet capacity

5.2.1.11. Duplex printing: Automatic

5.2.1.12. Copies: Up to 999 copies or better

5.2.1.13. Minimum Compatible Operating System: Windows 10, Windows 8.1, MacOS

5.2.1.14. Supported Media Sizes: 3 x 5 to 8.5 x 14 inches or better

5.2.1.15. Scanner Type: Flatbed, Document Feeder

5.2.1.16. Display: Minimum 5-inch color touch panel

5.2.1.17. Minimum Connectivity:

5.2.1.17.1. USB 2.0: At least one (1) port

5.2.1.17.2. Wireless LAN: Optional

5.2.1.18. Monthly Duty Cycle: Up to 100,000 pages or better

5.2.2. One (1) Unit of Colored Laser Multifunction Device

5.2.2.1. Copying, printing and scanning device

5.2.2.2. Print Quality: Up to 1200 x 1200 dpi or better

5.2.2.3. Copy Resolution: Up to 600 x 600 dpi or better

5.2.2.4. Scan Resolution: Up to 600 x 600 dpi or better

5.2.2.5. Memory: At least 5.0 GB

5.2.2.6. Processor Speed: At least 1.0 GHz

5.2.2.7. Paper Handling Input: Three (3) trays with at least two (2) that can contain at least 1,500 sheets

5.2.2.8. Duplex Printing: Automatic

5.2.2.9. Copies: p to 999 copies or better

5.2.2.10. Minimum Compatible Operating System: Windows 10, Windows 8.1, MacOS, etc.

5.2.2.11. Supported Media Sizes: 98 x 139.7 to 320 to 457.2 mm or better

5.2.2.12. Scanner Type: Flatbed, Document Feeder

5.2.2.13. Display: Minimum 5-inch color touch panel

5.2.2.14. Minimum Connectivity:

5.2.2.14.1. USB 2.0: At least one (1) port

5.2.2.14.2. Wireless LAN: Optional

5.2.2.15. Monthly Duty Cycle: Up to 200,000 pages or better

5.2.3. Other Features for Monochrome and Colored Units Printer:

5.2.3.1. Scan to email

5.2.3.2. Scan to USB

5.2.3.3. Automatic email notification on low toner status

5.2.3.4. Printers to be provided must have a manufacturing date of at least the year 2023

5.2.3.5. All MFPs must have a minimum scanning output file format of TIFF, JPEG, PDF & PDF COMPACT

6. OTHER REQUIREMENTS

6.1. The supplier must adhere with the installation, testing and inspection, implementation, training and other documentary requirements set in the Terms of Reference (TOR).

6.2. The manufacturing date of the MFP must not be before 2022.

6.2.1. Supplier shall submit Manufacturer's declaration of the model's maximum Monthly Duty Cycle, Manufacturer's declaration of the model's Duty Life Cycle (machine life in no. of pages), Calculation of the remaining life of the MFPs offered.

7. TERMS OF PAYMENT

7.1. Payment shall be made on a monthly basis 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.

8. DELIVERY SCHEDULE

8.1. Delivery must be on the first working day of the year 2025 or upon request of the end-user.

9. OTHER CONDITIONS

9.1. Any other terms, conditions, or provisions not stipulated in this document will be covered by a separate agreement as proposed and agreed upon by DOST-ASTI and the Contractor.

9.2. Bidders must comply with all specifications contained in the Purchase Request (PR), TOR, and supplemental bid bulletin, if any.

9.3. All and/or specific requirements of this procurement project are stipulated in the attached

<p>TOR, Should conflicts arise between the PR and the TOR, the provisions stipulated in the latter shall prevail.</p> <p>9.4. The renewal, extension, and contract amendment, once managed print service/s are procured by DOST-ASTI, shall be governed by the Guidelines on Renewal of Regular and Recurring Services as provided for in Appendix 37 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.</p>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 1,951,620.00
RESERVATION CLAUSE				
<p>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.</p>				