



Republic of the Philippines

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



**ASTI-FM 03-11  
REV 1/ 08 JUN 2022**

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

<b>IB No:</b>	<b>KMD-25-04-005</b>	<b>Date:</b>	<b>April-21-2025</b>
<b>PR No:</b>	<b>GAA-25-03-20787</b>	<b>Date:</b>	<b>March-6-2025</b>
<b>Source of Funds:</b>			
<b>Total ABC:</b>		<b>Php 389,850.45</b>	
<b>Time, Date &amp; Venue of Pre-bid Conference:</b>		<b>April 29, 2025, 9:00 AM at Videoconferencing (MS Teams)</b>	
<b>Time and Date of Submission of Bids:</b>		<b>May 12, 2025, 9:00 AM</b>	
<b>Time, Date &amp; Venue of Opening Bids:</b>		<b>May 12, 2025, 9:30 AM at ASTI and Videoconferencing (MS Teams)</b>	
<b>Date of Availability of Complete Set of Documents:</b>		<b>April 22, 2025</b>	
<b>Deadline of Potential Bidder's Clarifications:</b>		<b>May 02, 2025</b>	
<b>Deadline of ASTI's Supplemental Bid Bulletin:</b>		<b>May 05, 2025</b>	
<b>Delivery Schedule:</b>			

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,

for

**JEFFREY A. ABOROT**  
*BAC Chairperson*

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE (P)	TOTAL PRICE (P)
1	<b>SOFTWARE LICENSE SUBSCRIPTION TO PDF EDITOR</b>	10	lic.	14,291.75	142,917.50
	1. GENERAL OVERVIEW				
	1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of ten (10) licenses of PDF Editor. The contract's duration shall be for twelve (12) months.				

	<p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Total of ten (10) PDF editor licenses which comprise of:</p> <p>2.1.1. Renewal of DOST-ASTI's five (5) existing licenses; and</p> <p>2.1.2. Purchase of additional five (5) licenses.</p> <p>2.2. Subscription period is twelve (12) months</p> <p>2.3. Edit and modify PDF contents</p> <p>2.4. Export PDF Content</p> <p>2.5. Standard and XFA Form Filling</p> <p>2.6. OCR Text Recognition</p> <p>2.7. Scan documents directly to PDF file</p> <p>2.8. Edit scanned documents</p> <p>2.9. Compare PDF documents</p> <p>2.10. Design and deploy electronic forms</p> <p>2.11. Content Management System Integration</p> <p>2.12. RPA-ready PDF Editor</p> <p>2.13. Secure PDF documents</p> <p>2.14. Sign PDF documents</p> <p>2.15. With accessibility features for people with disabilities</p> <p>2.16. Cloud-based PDF Editor</p> <p>2.17. For Windows users, specifically thirty-two (32) bit and sixty-four (64) bit</p> <p>3. TECHNICAL SUPPORT SERVICE</p> <p>3.1. Technical support should be available at least eight (8) hours from Monday to Friday and has the following response times:</p> <p>3.1.1. Critical severity: Within one (1) business hour</p> <p>3.1.1.1. Issues where the service components are rendered inoperable</p> <p>3.1.1.2. Critical impact to business operations</p> <p>3.1.1.3. No workaround available</p> <p>3.1.2. High severity: Within four (4) business hours</p> <p>3.1.2.1. The software performance or service operation components severely impaired or degraded</p> <p>3.1.2.2. Significant impact to business operations</p> <p>3.1.3. Medium severity: Within one (1) business day</p> <p>3.1.3.1. Software or service function impaired but operational</p> <p>3.1.3.2. Medium to low business impact</p> <p>3.1.3.3. Workaround available.</p> <p>3.1.4. Low severity: Within two (2) business days</p> <p>3.1.4.1. Request for enhancement</p> <p>3.1.4.2. Little or no business impact</p> <p>3.1.4.3. No immediate resolution required</p> <p>3.1.4.4. Request for general information or questions.</p> <p>3.2. End-users must be able to request technical support by phone, email, or through a website.</p>				
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	<p>3.3. With readily accessible documentation and/or instruction manuals.</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The price of the bid must be inclusive of government taxes and all applicable fees.</p> <p>4.2. Subscription period should be activated 30 days upon receipt of Notice to Proceed (NTP).</p> <p>4.3. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the end-user.</p>				
2	<b>SUBSCRIPTION TO ONE (1) ORGANIZATION-VALIDATED SSL CERTIFICATE</b>	1	lot	217,342.95	217,342.95
	<p>1. GENERAL OVERVIEW</p> <p>1.1. DOST -ASTI is seeking qualified and competent bidders for the Supply and Delivery of One (1) Lot Subscription to One (1) Organization-Validated Wildcard SSL Certificate, with one-year validity period. The start date of which shall be determined and communicated by the end-user in consideration of the expiration of DOST-ASTI's existing wildcard certificate in June 2025.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Trust level should be organization validated</p> <p>2.2. Browser should display HTIPS with padlock</p> <p>2.3. Clickable Secure Site Seal</p> <p>2.4 Signature algorithm strength is SHA-256 with ECC option</p> <p>2.5 Certificate should be 2048-bit encryption strength</p> <p>2.6 It should secure both www.domain.com and domain.com (without the www)</p> <p>2.7 Secures a top-level domain and all its first level subdomains</p> <p>2.8 Unlimited SSL server licensing within certificate validity period</p> <p>2.9 Unlimited reissuance to different servers / replacements for lifetime of certificate</p> <p>2.10 Should come with a Free SSL and Website Security Checker with evaluation reports</p> <p>2.11 Should have a free management portal to manage purchased certificate with free feature to set unlimited number of user administrator</p> <p>2.12 Should have a Free Certificate Inventory Tool (CIT) to locate all SSL Certificates on your internal and public networks regardless of issuing CA</p> <p>2.13 There should be an alert/notification for expiration of certificates</p> <p>2.14 Root certificate should be available on all major browsers</p> <p>2.15 Underwritten Warranty should not be lower than US\$1.2SM. Proof should be submitted</p>				

	<p>2.16 Certificate should perform Browser to Server authentication as well as server to server</p> <p>2.17 Cryptographic protocol version should be TLS 1.2</p> <p>2.18 Online support page should be available for reference on how to generate CSR and install certificate</p> <p>2.19 Certificate Provider should be a Public Certification Authority. Proof should be submitted.</p> <p>2.20 Certificate Provider should be a member of CA Browser Forum. Proof should be submitted.</p> <p>3. TECHNICAL SUPPORT SERVICE</p> <p>3.1 Preferably with local technical support team.</p> <p>3.2 Technical support should be available at least eight (8) hours from Monday to Friday.</p> <p>3.3. End-user must be able to request technical support by phone, email, or ticketing system.</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The price of the bid must be inclusive of government taxes and all applicable fees.</p> <p>4.2. Subscription period should be activated before the existing subscription expire in June 2025.</p> <p>4.3. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the end-user.</p>				
3	<b>SOFTWARE LICENSE SUBSCRIPTION TO SOFTPHONE</b>	1	lot	29,590.00	29,590.00
	<p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for an application software for VoIP calls and conferences using desktop/laptop, web, and mobile phone.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Up to sixteen (16) concurrent voice/video calls</p> <p>2.2 Up to one hundred (100) registered users</p> <p>2.3 Remote collaboration that is secure and reliable</p> <p>2.4 Cloud-based NAT firewall traversal service</p> <p>2.5 Centralized management of remote devices where the softphone is installed</p> <p>2.6 Provides advanced system and device reports</p> <p>2.7 Unlimited calls</p> <p>2.8 At least 2GB cloud storage</p> <p>2.9 Will allow DOST-ASTI staff to call local lines of DOST-ASTI and telephone lines of other institutions and offices, wherever they are located</p> <p>2.10 Compatible with DOST-ASTI's existing PBX appliance Grand Stream UCM6302</p> <p>2.11 Subscription period is twelve (12) months</p>				

	<p><b>3. TECHNICAL SUPPORT SERVICE</b></p> <p>3.1 Preferably with local technical support team.  3.2 Technical support should be available at least eight (8) hours from Monday to Friday.  3.3. End-user must be able to request technical support by phone, email, or ticketing system.</p> <p><b>4. DELIVERY and PAYMENT TERMS</b></p> <p>4.1. The price of the bid must be inclusive of government taxes and all applicable fees.  4.2. Subscription period should be activated before the existing subscriptions expire on 22 April 2025  4.3. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the end-user.</p>				
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>					<b>Php389,580.45</b>
<b>RESERVATION CLAUSE</b>					
<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>					