



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

IB No:	25-11-5534	Date:	January-14-2026
PR No:	GAA-25-09-21983	Date:	September-18-2025
Source of Funds:			
Total ABC:	Php 5,511,224.88		
Time, Date & Venue of Pre-bid Conference:	January 26, 2026, 9:00 AM at Videoconferencing (MS Teams)		
Time and Date of Submission of Bids:	February 05, 2026, 09:00 AM		
Time, Date & Venue of Opening Bids:	February 05, 2026, 9:30 AM at via Blended Meeting (ASTI & Videoconferencing)		
Date of availability of Complete Set of Documents:	January 16, 2026		
Deadline of Potential Bidder's Clarifications:	January 28, 2026		
Deadline of ASTI's Supplemental Bid Bulletin:	January 29, 2026		
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 and competitive bidding procedures, *using a non-discretionary "pass/fail" criterion as specified in Republic Act No. 12009 and its Implementing Rules and Regulations.*

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 local 1214** or send your message to **bac-sec@asti.dost.gov.ph**.

Respectfully,

JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	SOFTWARE LICENSE SUBSCRIPTION TO EMAIL PLATFORM AND COLLABORATIVE OFFICE PRODUCTIVITY SUITE 1. General Overview 1.1 Pursuant to Section 11.2 of RA No. 12009 and its IRR, which allows the specification of brand names under certain conditions, ASTI specifies Microsoft 365 in this procurement request to ensure technical compatibility and interoperability. Since 2018, ASTI has built its processes and systems around Microsoft's ecosystem. Concretely: 1.1.1 Data Collection & Forms: Most institutional survey templates (e.g., client satisfaction surveys, letterhead,	1	lot	5306153.76	5,306,153.76

attendance sheets, minutes of meeting, etc.) are standardized in Microsoft Forms, which are natively integrated into the Microsoft environment. Migrating these to another platform would disrupt established workflows and require revalidation of all forms and linked datasets.

1.1.2 Process Automation: Key auditing and reporting processes are already automated using Power Automate flows (e.g., automatic routing of NCAR forms & creation of calendar events). These are dependent on Microsoft connectors and cannot be replicated with third-party tools without redevelopment.

1.1.3 File Storage & Collaboration: Official files are centralized in OneDrive and shared across units using SharePoint. Switching brands risks file compatibility issues (e.g., formatting errors in Excel-based financial reports, broken formulas in macros, or corrupted PowerPoint layouts).

1.1.4 Continuity & Efficiency: Training, knowledge resources, and user familiarity are all centered on Microsoft 365. Procuring a different brand would require extensive retraining, disrupt ongoing projects, and risk downtime in critical operations.

1.2. Subscription to Office 365

1.2.1 Number of licenses per license type should be as follows:

1.2.1.1. 225 E1 licenses (for renewal)

1.2.1.2. 210 E3 licenses (for renewal)

1.2.1.3. 3 E5 licenses (for renewal)

1.2.1.4 There should be 438 licenses in total.

1.2.2 Subscription period is one year from the expiration of the existing licenses on April 30, 2026.

1.2.3 The specifications written herein are of minimum requirements, unless otherwise stated.

2. Features

2.1. OneDrive for document storage

2.2. Core Office apps (Word, Powerpoint, and Excel) for collaboration

2.3. Sway, eDiscovery Search, Sharepoint, and Yammer

2.4. Skype for Business and Microsoft Teams for web conferencing and instant messaging

2.5. At least 50Gb email, Contacts, and Calendar

2.6 For E3 license, items above including legal compliance and archiving for e-mail, information protection including message encryption, rights management and data loss protection

2.7 For E5 licenses, items above including Power BI Pro for analytics and Teams Phone

2.8 E3 and E5 licenses should provide access to Desktop client apps for Word, Excel, Powerpoint, OneNote, and Outlook

3. Technical Support Service

3.1. Technical support should be available at least 8 hrs from Monday to Friday and has the following response time:

Application is down - 2 business hrs; Serious

	<p>degradation - 6 business hrs; Moderate impact - 1 business day; Low impact - 1-2 business days</p> <p>3.2. End-user must be able to request technical support by phone, email, or through a website</p> <p>4. Notes</p> <p>4.1. Price is inclusive of government tax</p> <p>4.2. Subscription must be delivered as indicated in item 1.1.2</p>				
2	<p>SUBSCRIPTION TO CLOUD-BASED PROJECT MANAGEMENT TOOL</p> <p>1. General Overview</p> <p>1.1 Pursuant to Section 11.2 of RA No. 12009 and its IRR, the same justification indicated in Item 1 applies.</p> <p>1.2. Subscription to Microsoft Project for one year</p> <p>1.2.1. The number of licenses should be thirty (30)</p> <p>1.2.2. For easier license monitoring, the subscription period of the Microsoft Project should be the same with the subscription period of DOST-ASTI's Office 365 (see Item 1 of this Purchase Request).</p> <p>1.3. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.4. The technical specifications indicated herein are minimum requirements unless otherwise specified.</p> <p>1.5. The Microsoft Project software will be used to create and monitor workplan of DOST-ASTI projects.</p> <p>2. Technical Specifications</p> <p>2.1 The license should be under the Project Plan 1 category</p> <p>2.2 Able to create workplan</p> <p>2.3 Can view project in different formats such as grid, board, or timeline</p> <p>2.4 Has a smart scheduling facility to easily organize tasks</p> <p>2.5 Able to visualize timelines to easily understand relationships between tasks</p> <p>2.6 Able to seamlessly interface with other Microsoft product such as Microsoft teams for easy collaboration</p> <p>2.7 Enables project team members to edit tasks simultaneously</p> <p>3. Technical Support Service</p> <p>3.1. Technical support should be available from Monday to Friday from 08:00 AM to 05:00 PM</p> <p>3.2. End-user must be able to request technical support by phone, email, or through a website</p> <p>4. Notes</p> <p>4.1. Price is inclusive of government tax</p> <p>4.2. Charging: GAA</p>	1	lot	194738.40	194,738.40
3	<p>SOFTWARE LICENSE SUBSCRIPTION TO DATA ANALYTICS AND VISUALIZATION TOOL</p> <p>1. General Overview</p> <p>1.1 Pursuant to Section 11.2 of RA No. 12009 and its IRR, the same justification indicated in Item 1 applies.</p>	1	lic.	10332.72	10,332.72

<p>1.2. One (1) license subscription to Microsoft PowerBI for one year (Power BI Pro license)</p> <p>1.3. For easier license monitoring, the subscription period of the Microsoft PowerBI should be the same with the subscription period of DOST-ASTI's Office 365 (see Item 1 of this Purchase Request).</p> <p>1.4. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.5. The technical specifications indicated herein are minimum requirements unless otherwise specified.</p> <p>1.6. The data analytics tool will be used to visualize the data collected from MIS Unit's information systems.</p> <p>2. Technical Specifications</p> <p>2.1 Has data visualization in different formats</p> <p>2.2 Allows wide range of data sources (structured, unstructured, on-premise, cloud etc.)</p> <p>2.3 Can interoperate seamlessly with Microsoft products particularly Excel and Power Automate</p> <p>2.4 Has data filtration facility</p> <p>2.5 With customizable dashboards</p> <p>2.6 Can navigate across different datasets seamlessly</p> <p>2.7 Generates insightful reports</p> <p>2.8 With low or no-code AI capabilities</p> <p>3. Technical Support Service</p> <p>3.1. Technical support should be available from Monday to Friday from 08:00 AM to 05:00 PM</p> <p>3.2. End-user must be able to request technical support by phone, email, or through a website</p> <p>4. Notes</p> <p>4.1. Price is inclusive of government tax</p> <p>4.2. Charging: GAA</p>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 5,511,224.88
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>				