



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

IB No:	25-10-5512	Date:	January-14-2026
PR No:	GAA-25-09-21970	Date:	September-18-2025
Source of Funds:			
Total ABC:		Php 2,500,000.00	
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	Managed Print Services 1. OBJECTIVE 1.1 The Department of Science and Technology – Advanced Science and Technology Institute (DOST-ASTI) aims to acquire Managed Print Services (MPS) for one (1) year to ensure the continuous and efficient provision of printing, copying, and scanning services. The MPS arrangement seeks to support the Institute’s operational requirements by providing reliable devices, comprehensive maintenance support, and cost-effective and secure document management throughout CY 2026.	1	lot	2500000.00	2,500,000.00

1.2 The DOST-ASTI shall require the Service Provider to deliver managed print solutions which include the provision of multifunction devices, printing and scanning services, and the supply of genuine and Original Equipment Manufacturer (OEM) consumables. Billing shall be based on monthly managed services for the duration of the contract.

2. PROJECT COVERAGE AND LOCATION

2.1 The equipment, supplies, and other accessories under the MPS contract shall be deployed at DOST-ASTI, C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.

2.2 The contract coverage shall be from January 2026 or upon notice of end-user until 31 December 2026.

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 Managed Print Services shall cover the following:

4.1.1 Provision, supply, delivery, and installation of ten (10) units monochrome multifunction printers and one (1) unit color multifunction printer.

4.1.2 Provision of one (1) onsite service unit (same model as the Laser Monochrome Multifunction Devices).

4.1.3 Assistance in connecting and configuring printers to staff desktops/laptops.

4.1.4 Continuous supply and installation of genuine OEM consumables (e.g., toners, drum kits, etc.; not refilled or refurbished).

4.1.5 Inclusive of at least 300,000 Mono A4 pages and at least 60,000 Color A4 pages under the managed print service.

4.1.6 The Service Provider shall provide customer service support within four (4) working hours upon receipt of report.

4.1.7 A Service Engineer/Technician shall be dispatched within 48 hours upon escalation of report.

4.1.8 Monthly Summary of Printer Usage Reports shall be submitted to DOST-ASTI.

4.1.9 Software administration training as well as end-user training may be requested, if necessary.

4.1.10 Contract duration shall be from January 2026 or upon notice of end-user until 31 December 2026.

5. PROJECT REQUIREMENT

5.1. Guaranteed Print Volume:

5.1.1. Mono Pages: At least 300,000

5.1.2. Color Pages: At least 60,000

5.2. Technical Specifications

5.2.1. Monochrome Laser Multi-Function Printers (MFP)

5.2.1.1. Copying, printing and scanning device

5.2.1.2. Minimum Print Copy Speed: 45 print per minute

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

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

6. OTHER REQUIREMENTS

6.1. The supplier must adhere with the installation, testing and inspection, implementation, training and other documentary requirements set in the Term Sheet.

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 Deployment of MPS equipment and services must commence on the first working day of CY 2026 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 TOR. Should conflicts arise between the PR and the TOR, the provisions stipulated in the latter shall prevail.

9.4. The renewal, extension, and contract amendment, once managed print service/s are procured by DOST-ASTI, shall be governed by the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 2,500,000.00

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.