



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

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| <b>IB No:</b>   | 22-12-4232  | <b>Date:</b> | December-12-2022 |
| <b>PR No:</b>   | GAA-22-10-15376   | <b>Date:</b> | October-19-2022  |
| <b>Source of Funds:</b>                                   |   |              |                  |
| <b>Total ABC:</b>   | Php 1,870,000.00  |              |                  |
| <b>Time, Date &amp; Venue of Pre-bid Conference:</b>      | December 22, 2022, 9:00 AM at Videoconferencing (MS Teams)              |              |                  |
| <b>Time and Date of Submission of Bids:</b>               | January 03, 2023, 09:00 AM  |              |                  |
| <b>Time, Date &amp; Venue of Opening Bids:</b>            | January 03, 2023, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams) |              |                  |
| <b>Date of availability of Complete Set of Documents:</b> | December 14, 2022   |              |                  |
| <b>Deadline of Potential Bidder's Clarifications:</b>     | December 24, 2022   |              |                  |
| <b>Deadline of ASTI's Supplemental Bid Bulletin:</b>      | December 27, 2022   |              |                  |
| <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,

**EMMANUEL P. BALINTEC**  
*BAC Chairperson*

| NO. | TECHNICAL SPECIFICATIONS  | QTY | UNIT | UNIT PRICE(Php) | TOTAL PRICE(Php) |
|-----|---|-----|------|-----------------|------------------|
| 1   | <p><b>Managed Print Services</b></p> <p>1. OBJECTIVE</p> <p>The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) seeks to procure a managed print services to effectively monitor and control its printer usage, save money and improve productivity. Also, DOST-ASTI expects to promote sustainability and document security.</p> <p>The DOST-ASTI shall require the Service Provider to provide printing and scanning services and supply genuine and Original Equipment Manufacturer (OEM)</p> | 1   | lot  | 1870000.00      | 1,870,000.00     |

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

## 2. LOCATION OF DELIVERY

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

## 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

The contract shall include the following:

4.1 Supply, delivery and installation of Brand New ten (10) units Monochrome Printer of Multifunction Devices and One (1) unit Color Multifunction Devices.

4.2 Assistance in the installation of printer to all staff desktops/laptops;

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

4.4 Inclusive of at least 220,000 Mono A4 pages and at least 60,000 Color A4 pages;

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

4.6 Provide Service Engineer/Technician within 24 hours upon escalation of report;

4.7 Submit Monthly Summary of Printer Usage Report;

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

4.9 The duration of this contract shall be from January to December 2023.

## 5. PROJECT REQUIREMENT

The Supplier must comply with the printer's technical specifications and project requirement stipulated in the Terms of Reference (TOR).

## 6. OTHER REQUIREMENTS

The supplier must adhere with the Installation, Testing and Inspection, Implementation, Training and other documentary requirements set in the Terms of

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| <p>Reference.</p> <p>7. DUTIES AND RESPONSIBILITIES OF DOST - ASTI</p> <p>7.1 Provide server hardware where the print server will be used according to service provider's server specifications; and</p> <p>7.2 Responsible for the safe custody and use of the equipment installed by the Service Provider.</p> <p>8. TERMS OF PAYMENT</p> <p>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.</p> <p>9. DELIVERY SCHEDULE</p> <p>Delivery shall be within Forty-five (45) calendar days upon issuance of Notice to Proceed (NTP)</p> <p>10. NOTES</p> <p>10.1. Any other term, condition or provision not stipulated in this document will be covered by a separate agreement as proposed and agreed upon by DOST-ASTI and the Contractor.</p> <p>10.2. Bidders must comply with all specifications contained in this PR, TOR and supplemental bid bulletin, if any.</p> |  |  |  |  |  |
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| <b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b> | <b>Php 1,870,000.00</b> |
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| <b>RESERVATION CLAUSE</b> |
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| <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> |
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