



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

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

IB No:	23-03-4289	Date:	March-14-2023
PR No:	HR Lite-23-01-15988	Date:	January-31-2023
Source of Funds:			
Total ABC:	Php 1,878,083.73		
Time, Date & Venue of Pre-bid Conference:	March 24, 2023, 9:00 AM at Videoconferencing (MS Teams)		
Time and Date of Submission of Bids:	April 05, 2023, 09:00 AM		
Time, Date & Venue of Opening Bids:	April 05, 2023, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams)		
Date of availability of Complete Set of Documents:	March 16, 2023		
Deadline of Potential Bidder's Clarifications:	March 26, 2023		
Deadline of ASTI's Supplemental Bid Bulletin:	March 29, 2023		
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	<p>OUTSOURCING OF MANPOWER SERVICES FOR THE HR LITE PROJECT</p> <p>1. BACKGROUND AND OBJECTIVE</p> <p>1.1 The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) requires the services of an outsourcing firm engaged in staffing services, which will provide qualified or experienced manpower to the agency, to do administrative and technical duties.</p> <p>1.2 The Approved Budget for the Contract or ABC is inclusive of all applicable government taxes and other service charges.</p> <p>1.3 The technical specifications indicated herein are</p>	1	lot	1878083.73	1,878,083.73

minimum requirements, unless otherwise specified.

2. SPECIFICATIONS

2.1. Provide and assign four (4) manpower to DOST-ASTI, specifically:

2.1.1. One (1) Project Technical Specialist IV, SG 19, for 10 months @ 51,357.00

2.1.2. One (1) Project Technical Specialist IV, SG 19, for 6 months @ 51,357.00

2.1.3. One (1) Project Technical Specialist I, SG 16, for 6 months @ 39,672.00

2.1.4. One (1) Project Administrative Assistant I, SG 10, for 9.5 months @ 23,176.00

2.2. Bidders must consider the qualifications of the positions per attached Annex "A" titled, "2023 Profile of DOST-COS Personnel in the DOST System".

2.3. Bidders must consider the duties of each position per attached Annex "B" titled, "2023 Duties and Responsibilities".

2.4. Bidders must submit a breakdown of offers for each of the positions mentioned above using the attached template as Annex "C" titled, "Breakdown of Bids for 4 Positions of DOST-ASTI". This document should be included in the Financial Component of the bid.

2.5. The number of positions and the position titles indicated herein may be changed, as well as creation of additional positions, within the contract period; PROVIDED that the changes are within the contract price. As such, bidders must submit a detailed computation for the salary grades indicated in the attached Annex "D" titled, "Detailed Computation of Monthly Billing per Salary Grade".

2.6. Bidders must comply with the Terms of Reference attached as Annex "E", titled, "DOST-ASTI 2023 Outsourcing of Manpower Complement for the HR Lite Project Terms of Reference".

2.7. Provide a dedicated contact person who shall be responsible in addressing concerns relative to the implementation of the contract.

3. OTHER TERMS AND CONDITIONS

3.1. Bidders must comply with all specifications contained in this Purchase Request, Terms of Reference and supplemental bid bulletin, if any.

3.2. The employees to be hired under this contract are monthly-paid employees consistent with the definition of the Department of Labor and Employment as "those who are paid every day of the month, including unworked rest days, special days, and regular holidays" (Handbook Workers' Statutory Monetary Benefits, 2019 Edition, Section 1, Minimum Wage, Subsection D).

3.3. Bidder shall pay the manpower the required salaries and benefits mandated by law.

3.4. Bidder shall guarantee payment of salaries of manpower for the first three (3) months of the contract even prior to the release of funds from the agency.

3.5. Contract Price. The billable amount under this contract and/or the contract price may be adjusted or updated in consideration of any of the following,

subject to availability of funds:

3.5.1. Government-mandated increase on the minimum wage, cost of living allowance, SSS, PhilHealth and HDMF (Pag-IBIG) contributions or other similar increase mandated by the appropriate government authority.

3.5.2. In order to implement the adjustment, the bidder should notify the DOST-ASTI, in writing, about the increase in contributions duly supported by an updated/adjusted monthly billing rate per salary grade.

Upon approval of the DOST-ASTI of the updated/adjusted monthly billing rate, the same can be immediately implemented

3.5.3. Additional work (OT) required by the DOST-ASTI or deductive work (undertime and absences). The total cost of additive work or deductive work shall be based on the unit cost specified in the Contract Price including any approved adjustments during contract implementation. Payment for overtime work may also be charged against the savings generated from undertime and absences of outsourced staff.

3.5.4. The bidder should ensure that the OT claim is supported by required supporting documents per the internal rules and regulation of the DOST-ASTI on the matter.

3.5.5. Increase in salaries of government employees pursuant to a directive/issuance by the Department of Budget and Management (DBM) which was used as basis in the computation of monthly basic salary rates. In case of salary increase, the unit cost referred to in Contract Price Item b. above shall accordingly be adjusted to the approved amended salary rates.

3.5.6. To implement the salary adjustment, the DOST-ASTI should notify the bidder, in writing, about the increase in prescribed basic salary rates of employees. The bidder should submit an updated/adjusted monthly billing rate per salary grade.

Upon approval of the DOST-ASTI of the updated/adjusted monthly billing rate, the same can be immediately implemented.

3.6. Bidder shall provide a reliever to temporarily substitute the assigned personnel to cover unexpected events, such as but not limited to long-term sickness absence, maternity leave, bereavement leave, among others, of the assigned personnel

3.7. The bidder shall post a Performance Security prior to the signing of Contract, in the form of surety bond callable upon demand issued by a surety or insurance company duly accredited by the Insurance Commission, equivalent to thirty (30%) percent of the annual contract price.

3.8. The bidder shall guarantee for the loss or damage of the DOST-ASTI's property, unless it has been duly established after investigation that said loss or damage did not result from the act, omission, negligence or fault of the bidder or any of its employees. Such loss or damage must be reported in writing to the bidder within five (5) working days from occurrence or discovery thereof. When such loss or damage is caused by force majeure or fortuitous event, the bidder shall not, in any

<p>way, be made responsible.</p> <p>3.9. The DOST-ASTI is not answerable or liable whatsoever for any claim of the assigned personnel arising from the performance of their duties and/or in the course of employment with the bidder, including claims for benefits due to the personnel.</p> <p>4. DOCUMENTARY REQUIREMENTS</p> <p>4.1. The following documents must be submitted, as part of the Technical Component of the Bids:</p> <p>4.1.1. Proof of payments/Official Receipts for payment of contributions from October to December 2022:</p> <p>4.1.1.1. Social Security System</p> <p>4.1.1.2. PhilHealth</p> <p>4.1.1.3. Pag-IBIG/HDMF</p> <p>4.1.2. DOLE Registration Certificate</p> <p>4.2. Bidders must be ISO 9001:2015 Certified</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1. The term of this Contract shall be effective for a period of ten (10) months or until 18 December 2023.</p> <p>5.2. The price of the bid is inclusive of government taxes and other charges.</p> <p>5.3. Payment shall be made subject to submission of billing statement and other supporting documents by the bidder. Services shall only be billed on the actual services received by the DOST-ASTI.</p>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 1,878,083.73
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>				