



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

IB No:	23-09-4550	Date:	October-05-2023
PR No:	GAA-23-09-17528	Date:	September-05-2023
Source of Funds:			
Total ABC:	Php 2,200,000.00		
Time, Date & Venue of Pre-bid Conference:	October 13, 2023, 9:00 AM at Videoconferencing (MS Teams)		
Time and Date of Submission of Bids:	October 25, 2023, 09:00 AM		
Time, Date & Venue of Opening Bids:	October 25, 2023, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams)		
Date of availability of Complete Set of Documents:	October 06, 2023		
Deadline of Potential Bidder's Clarifications:	October 15, 2023		
Deadline of ASTI's Supplemental Bid Bulletin:	October 18, 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>Appraisal/Valuation Services</p> <p>1. OBJECTIVE</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Appraisal/Valuation of Property and Equipment. It is to achieve fair presentation and compliance with the International Public Sector Accounting Standards.</p> <p>1.2. In compliance with Section 5 of Republic Act No. 656, otherwise known as the Property Insurance Law, as amended by Presidential Decree No. 245, requires all government agencies (except municipal governments below first-class category) to insure against insurable risks, their properties, assets, and</p>	1	lot	2200000.00	2,200,000.00

interests with the Government Service Insurance System against insurable risks.

1.3. All and/or specific requirements of this procurement project are stipulated in the attached Term Sheet. Should a conflict arise between this Purchase Request and the Term Sheet, the provisions stipulated in the latter shall prevail.

2. SCOPE OF WORK

2.1. The appraisal service shall cover the building, machinery & equipment, furniture, and fixtures listed in "Annex A."

2.2. The appraisal service shall cover determination of the Market Value, Reproduction Cost, Replacement Cost, New, Remaining Economic Life, and Sound Value of the properties considering its condition, whichever is applicable.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

3.1. The ABC is Php 2,200,000.00, inclusive of all government taxes and other charges.

4. QUALIFICATION OF THE SERVICE PROVIDER

4.1. Service Provider is required to submit, as part of the technical documents, proof of the following:

4.1.1. Should have at least ten (10) years of experience in appraisal works;

4.1.2. The team leader to be assigned to the project should be a licensed appraiser with at least five (5) years of experience in appraisal works;

4.1.3. Should provide at least ten (10) staff, with at least five (5) years of experience in appraisal works, including the team leader; and

4.1.4. Certificate of Satisfactory Service from at least two (2) clients for the last five (5) years.

5. RESPONSIBILITY OF THE SERVICE PROVIDER

5.1. The service provider shall strictly comply with the responsibilities stipulated in the Term Sheet.

6. RESPONSIBILITY OF DOST-ASTI

6.1. Provide the Service Provider with information about the property, including ownership documents, reports, and any other material information that may affect the property's status and assessment;

6.2. Issue an Authority to Inspect the DOST-ASTI Properties thru Property and Supply Section;

6.3. Allow the Service Provider to conduct interviews to obtain more relevant information; and

6.4. DOST-ASTI shall conduct a kick-off meeting with the winning bidder to discuss generally the properties, locations and other information needed to begin the appraisal.

7. DELIVERABLES / DOCUMENTARY REQUIREMENTS

7.1. The Appraiser is expected to deliver the following reports/documents:

7.1.1. Minutes of the kick-off meeting;

7.1.2. List of manpower and work activity plan,

preferably shown in Gantt chart, for a detailed schedule of activities and deliverables;

7.1.3. Market Value, Reproduction Cost, Replacement Cost, New, Remaining Economic Life, and Sound Value of the properties, whichever is applicable;

7.1.4. Certificate of Appearance as proof of physical inspection for each location visited duly certified by designated ASTI personnel in the area; and

7.1.5. Four (4) original copies of the final report of valuation/appraisal including a digitized format (PDF). The original copies shall contain a dry seal of the Service Provider, or the name of the appraiser properly affixed thereto.

7.1.5.1. The appraisal report shall be comprehensive and must contain the data required, and other disclosures essential to the proper valuation of the Property. It shall briefly describe the purpose, scope, date of appraisal, service rendered on the property, and improvements thereon, its location, the valuation method and the assumptions used.

7.1.5.1.1. The appraisal report shall include, but not be limited to, the following data:

7.1.5.1.2. Date as of which the value applies, date of the report and date of inspections;

7.1.5.1.3. Basis of valuation, including type and definition of value.

7.2. Detailed information of deliverables/documentary requirements are indicated in the Term Sheet.

8. PAYMENT SCHEME

8.1. Payment to the service provider shall be made per submission of documentary requirements indicated in number 7 Deliverables/Documentary Requirements. The payment scheme is specified in the Term Sheet.

9. LIQUIDATED DAMAGES

9.1. In case of delay and/or failure to comply with the delivery schedule will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) the agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

10. CONFIDENTIALITY REQUIREMENT

10.1. The ownership and all rights thereto including files prepared and furnished by the appraiser in the performance of the services subject to this arrangement shall be vested to DOST-ASTI.

10.2. The Service Provider shall not, except for purposes of performing the obligations in the Contract entered into, without DOST-ASTI's prior written consent, disclose said Contract, or any provision thereof, or information furnished by or on behalf of DOST-ASTI. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for the purposes of such performance.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 2,200,000.00

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.