



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

<b>IB No:</b>	23-10-4579	<b>Date:</b>	October-20-2023
<b>PR No:</b>	GAA-23-09-17690	<b>Date:</b>	September-21-2023
<b>Source of Funds:</b>			
<b>Total ABC:</b>	Php 4,000,000.00		
<b>Time, Date &amp; Venue of Pre-bid Conference:</b>	November 07, 2023, 9:00 AM at Videoconferencing (MS Teams)		
<b>Time and Date of Submission of Bids:</b>	November 20, 2023, 09:00 AM		
<b>Time, Date &amp; Venue of Opening Bids:</b>	November 20, 2023, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams)		
<b>Date of availability of Complete Set of Documents:</b>	October 31, 2023		
<b>Deadline of Potential Bidder's Clarifications:</b>	November 10, 2023		
<b>Deadline of ASTI's Supplemental Bid Bulletin:</b>	November 13, 2023		
<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,

**BAYANI BENJAMIN R. LARA**  
*BAC Chairperson*

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>Provision of Security Services</b> 1. OBJECTIVE  1.1. The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) considers that a secure and safe work environment will contribute to a more productive workforce which will result to an efficient and effective delivery of programs and services. It has several facilities and properties that must be secured from burglary, robbery, theft, sabotage, fire, vandalism, unruly rallies and other unlawful acts. Hence, DOST-ASTI requires a Security Agency, which will	1	lot	4000000.00	4,000,000.00

secure its personnel, properties and facilities

1.2. The Contract Period shall be from 01 January 2024 to 31 December 2024.

## 2. PLACE OF ASSIGNMENT

2.1. Five (5) security personnel shall be assigned to the Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) with address at DOST-ASTI Bldg., CP Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.

2.2. Four (4) security personnel shall be assigned to the Electronics Product Development Center (EPDC) with office address at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig City.

## 3. QUALIFICATIONS OF THE SERVICE PROVIDER

3.1. The qualifications of the Service Provider stipulated in the Terms of Reference shall be the minimum requirements and shall strictly be complied.

## 4. WORK SCHEDULE

4.1. The Security Agency must provide security personnel and shall observe the scheduled assignment of each personnel. The detailed schedule and other requirements is attached and indicated in the Terms of Reference.

## 5. QUALIFICATIONS OF SECURITY PERSONNEL

5.1. The Qualifications, proof and other requirements stipulated in the TOR shall be the minimum criteria and/or requirements. The security personnel should be highly trained, capable and certified security personnel.

## 6. SCOPE OF SERVICES

6.1. The scope of services or requirements shall be strictly complied but not limited to the Terms indicated in the TOR.

## 7. SUPPLIES, MATERIALS AND EQUIPMENT

7.1. The Security Agency shall provide the following supplies, materials and equipment indicated in the Terms of Reference.

## 8. OTHER MATTERS

8.1. Furnishing of Bond - The Contractor shall furnish the DOST-ASTI with a valid and enough Performance Bond in accordance with the rules set forth under Government Procurement Reform Act (R.A. No. 9184) and its 2016 Implementing Rules and Regulations

(IRR).

8.2. Wage and Mandated Benefit Increase - Should there be any wage or mandated benefit (i.e., SSS, PAGIBIG and PHILHEALTH) increase in favor of the assigned security personnel subsequent to the execution of the Contract pursuant to a Law, Executive Order, Decree or Wage Order, the Security Agency must inform the DOST-ASTI in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.

8.3. Billing and Submission of Documents - The Security Agency shall furnish DOST-ASTI a billing, together with copies of payroll, remittances with official receipt of SSS, PAG-IBIG, PHILHEALTH and other state insurance fund contributions for all security personnel assigned, every 15th day of the month. Should the Security Agency fail to comply, DOST-ASTI shall withhold the payment for the current month until the latter shall have complied with subject requirement. Payslips must be given to their deployed security personnel and with complete breakdown

8.4. Seminar/s, Training/s and Personnel Evaluation - The Service Provider shall conduct a seminar/s or training/s, if deemed necessary, to its deployed security person regarding commencement, rules, computations of wage and agency rules. The Service Provider, thru its agency representative, shall visit, direct and oversee its deployed security personnel. An evaluation report shall be submitted every quarter.

8.5. Employer-Employee Relationship - The DOST-ASTI shall not be responsible for any claims for general injury, including death sustained by the security personnel or any third person arising out of or in the course of the performance of the functions of the security guards pursuant to this contract. It is expressly understood that no employee-employer relationship exists between the parties or of their employees, representatives and agents.

8.6. Liability for Losses and Damages - The Security Agency shall be responsible for any loss or damage that may be incurred by its security personnel. The DOST-ASTI may suspend or withhold whatever contract payments may be due the Security Agency should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage shall have been duly paid, restituted or repaired by the Security Agency, or go after the Performance Bond set forth in this Contract. Likewise, the DOST-ASTI has the option to demand payment for the replacement value of the lost properties, or its replacement by another at least substantially in the same condition as the former.

8.7. Compliance with the DOST-ASTI Rules and Regulations - Maintain effective discipline and full

control and supervision over the security personnel assigned under this Contract, as well as the manner of performance of their duties. However, The Security Agency binds itself to cause the implementation and enforcement of all rules, regulations or directives that DOST-ASTI may issue concerning the conduct of said security personnel.

8.8. Extension Clause - Extension of Contract is subject to the provisions of R.A. No. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectivity of a new contract.

8.9. Screening and Choosing of Applicants – The DOST-ASTI has the right to screen applicants and choose the personnel to be assigned.

8.10. It is understood that security services are essential to the daily operations of DOST-ASTI. hence the contract for provision of security services may be renewed subject to the external provider's performance evaluation pursuant to GPPB Resolution No. 06-2022, dated 12 September 2022.

9. NOTES

9.1. Should there be any discrepancy with the technical requirement/s stipulated herein and the Term of Reference, requirement/s provided for in the latter shall govern.

9.2. 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 service provider.

9.3. The provision of Security Services shall be charged to General Administrative Support Services (GASS).

10. TERMS OF PAYMENT

10.1. Payment shall be made on a monthly basis for twelve (12) months 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.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 4,000,000.00**

**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.