



ASTI-FM 03-11
REV 2/30 APR 2024

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

IB No:	24-07-4911	Date:	July-22-2024
PR No:	GAA-24-07-19538	Date:	July-01-2024
Source of Funds:			
Total ABC:	Php 2,300,000.00		
Time, Date & Venue of Pre-bid Conference:	July 30, 2024, 9:00 AM at Videoconferencing (MS Teams)		
Time and Date of Submission of Bids:	August 12, 2024, 09:00 AM		
Time, Date & Venue of Opening Bids:	August 12, 2024, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams)		
Date of availability of Complete Set of Documents:	July 23, 2024		
Deadline of Potential Bidder's Clarifications:	August 02, 2024		
Deadline of ASTI's Supplemental Bid Bulletin:	August 05, 2024		
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	EPDC ISO 17025 Renewal Accreditation 1. BACKGROUND AND OVERVIEW 1.1. The DOST-ASTI aims to enhance and continually improve the Electronics Product Development Center (EPDC) as a facility that follows an internationally recognized standard that sets out the general requirements for the competence, impartiality, and consistent operation of testing laboratory activities. 1.2. To ensure that the EPDC Testing Laboratory continues to meet the requirements of the standard and maintain its credibility in the industry, the DOST-ASTI deems it necessary to prioritize the engagement of certification body services and ensure	1	lot	2300000.00	2,300,000.00

timely conduct of recertification and surveillance audits. By doing so, EPDC can reaffirm its commitment to quality and competence, bolstering its reputation as a trusted provider of testing services and maintaining its competitive edge in the market.

2. SCOPE OF WORK

2.1. Renewal assessment, improvement, and reaccreditation audit of existing Electrical Testing Program for ISO/IEC 17025:2017 continuous compliance and certification.

2.1.1. Project Management

2.1.1.1. Establish a dedicated project team to ensure the timely delivery of deliverables and the successful completion of the project within the agreed-upon timeframe.

2.1.2. Capacity Building

2.1.2.1. Facilitate informative sessions and workshops focused on the ISO/IEC 17025:2017 internal auditing.

2.1.2.2. Number of Participants: Fifteen (15)

2.1.2.3. Deliverables: Session Materials and Certificates

2.1.3. Documentation Gap Assessment

2.1.3.1. Conduct a comprehensive gap assessment of DOST-ASTI EPDC Testing Laboratory's documentation to identify deficiencies and areas for improvement in accordance with the requirements of ISO/IEC 17025:2017.

2.1.3.2. Deliverables: Gap Assessment Plan and Report

2.1.4. Internal Audit Technical Guidance

2.1.4.1. Provide oversight and supervision during the internal audit conducted by EPDC.

2.1.4.2. Conduct a workshop to review the findings of the internal audit and provide assistance in meeting the requirements for accreditation renewal.

2.1.5. 3rd Party Accreditation Audit

2.1.5.1. 3rd Party renewal audit to be carried out by an accreditation body

2.1.5.2. The third-party accreditation body must be the one that will issue an ISO 17025:2017 certificate to EPDC.

2.1.6. Assistance on creation of Corrective Actions

2.1.6.1. Provide assistance in the development of corrective actions for nonconformities identified during the third-party accreditation audit.

3. DUTIES AND RESPONSIBILITIES

3.1. Service provider shall provide technical support for the duration of the project.

3.1.1. The technical support will involve forming a project team, facilitating ISO/IEC 17025:2017 workshops, assessing and improving documentation, supervising internal audits, assisting with corrective actions, and ensuring certification by the third-party accreditation body.

3.1.2. Provide email and phone support.

3.1.3. Provide report consolidation and analysis.

3.2. Provide assistance/direction with the principles, terminologies and guidelines specified in the ISO

17025:2017.

3.3. The winning bidder shall treat all information reviewed and recorded as strictly confidential at all times and shall:

3.3.1. Sign a non-disclosure agreement.

3.3.2. Warrant, represent, and undertake reliability of the services required.

3.3.3. Agree to hold the propriety information in strict confidence.

3.3.4. Agree not to reproduce, transcribe, or disclose the propriety information to third parties without prior written approval from the DOST-ASTI EPDC and uphold with strict confidentiality any and all information that will come to his or her knowledge.

3.4. The winning bidder shall have on-site personnels/representatives that would provide real-time assistance for the EPDC for the whole duration of the project on matters concerning project implementation.

3.5. Prepare and submit full documentation, status/progress and terminal/final report/s consistent with the content of the approved scope of work/deliverables to EPDC.

4. QUALIFICATION REQUIREMENTS

4.1. Minimum required experience of key personnel under regular employee of the bidder:

4.1.1. One (1) project manager or equivalent

4.1.1.1. Must be an eligible consultant for the following standards:

4.1.1.1.1. ISO 17025:2017 and ISO 9001:2015

4.1.2. One (1) lead implementer

4.1.2.1. Must be bachelor's degree or equivalent

4.1.2.2. Must be a registered lead auditor to any of the following standards:

4.1.2.2.1. ISO 9001

4.1.2.2.2. ISO 17025

4.1.2.3. Must have facilitated training sessions and conducted assessments on ISO 17025.

4.2. Qualifications of Third-Party Accreditation Body of the service provider

4.2.1. The Accreditation Body shall have Assessment Services and International Standard ISO/IEC 17025:2017 Requirements for the competence testing and calibration laboratories for both Quality Management System (QMS) and technical competence covering, but not limited to the following scopes:

4.2.1.1. Electrical (EMC)

4.2.1.1.1. CISPR 11; CISPR 14-1; CISPR 22; CISPR 32; EN55022; EN55032 - Emissions (Conducted & Radiated - 9 kHz to 8 GHz)

4.2.1.1.2. IEC 61000-3-2 - Harmonics

4.2.1.1.3. IEC 61000-3-3 - Flicker

4.2.1.1.4. IEC/EN 61000-4-2 - Immunity ESD

4.2.1.1.5. IEC/EN 61000-4-3 - Radiated Immunity - 80 MHz to 6 GHz, 18 V/m

4.2.1.1.6. IEC/EN 61000-4-4 - EFT/Burst

4.2.1.1.7. IEC/EN 61000-4-5 - Surge

4.2.1.1.8. IEC/EN 61000-4-6 - Conducted Immunity

4.2.1.1.9. IEC/EN 61000-4-8 - Power Frequency Magnetic Field

4.2.1.1.10. IEC 61000-4-9 - Impulse Magnetic Field

4.2.1.1.11. IEC/EN 61000-4-11 - Voltage Dips and Drops

4.2.1.1.12. IEC/EN 61000-6-1; CISPR 14-2; CISPR 35 - Generic, Product Family and Industry Standards

4.2.1.1.13. CISPR 25, ISO11452-2, ISO11452-4 - Automotive EMC - component level (RF Conducted Emissions, RF Radiated Emissions, Radiated Immunity (ALSE) – 80 MHz to 4 GHz, 100V/m and Bulk Current Injection (BCI) – 1MHz to 400 MHz)

4.2.1.1.14. Testing activities performed in Support of FCC Certification in accordance with 47 Code of Federal Regulations and FCC KDB 974614, Appendix A, Table A.1 (Unintentional Radiators Part 15B such as IoT equipment, Information Technology Equipment, Multimedia Equipment, Power Supplies, Uninterruptable Power Supplies, 3D Printers, Medical Equipment, Onboard Automotive devices i.e., Camera, Sensor, ECU, etc.).

4.2.1.1.14.1. Test Method: ANSI C63.4:2014

4.2.1.1.14.2. Maximum Frequency: 8000 MHz

4.2.1.2. Electrical (Product Safety)

4.2.1.2.1. IEC 62368-1:2023 Audio/video, information and equipment technology equipment – Part 1: Safety requirements

4.2.1.2.2. IEC 62321-3-1 Determination of certain substances in electrotechnical products – Part 3-1: Screening – Lead, mercury, cadmium, total chromium and total bromine by X-ray (XRF) fluorescence spectrometry

4.2.2. Should be a member of the International Laboratory Accreditation Cooperation (ILAC) and a signatory of the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC MRA).

4.2.3. Should be recognized by the Federal Communications Commission (FCC) as an Accreditation Body for laboratory testing in support of FCC Certification in the Philippines.

4.2.4. Shall send at least one (1) competent ISO 17025:2017 certified assessor/representative to EPDC.

4.3. The bidder must be a recognized testing, inspection and certification company for the past 20 years.

4.4. Project implementation team of the company has at least three (3) years of experience in facilitating ISO certification with at least ten (10) local or international clients.

5. COMMENCEMENT AND DURATION OF THE PROJECT

5.1. Services must commence fifteen (15) calendar days upon issuance of Notice to Proceed.

5.2. Services must be completed within sixty (60) calendar days upon commencement of procurement project activities.

6. TERMS OF PAYMENT

6.1. Payment on the project shall be in accordance with the following accomplishment:

6.1.1. Percentage (%) of Total Contract Price (TCP): Fifteen (15%)

6.1.1.1. Deliverables:

6.1.1.1.1. Facilitation of informative sessions and workshops focused on the clause requirements of ISO/IEC 17025:2017 internal auditing; and

6.1.1.1.2. Conduct of a comprehensive gap assessment of the EMC laboratory's documentation to identify deficiencies and areas for improvement in accordance with the requirements of ISO/IEC 17025:2017.

6.1.2. Percentage (%) of TCP: Eighty-five percent (85%)

6.1.2.1. Deliverables:

6.1.2.1.1. Internal Audit technical guidance and workshops to review the findings of the internal audit;

6.1.2.1.2. Third-party Accreditation Audit;

6.1.2.1.3. Assistance on creation of Corrective Actions; and

6.1.2.1.4. Issuance of ISO 17025:2017 Certification.

6.1.3. Price is inclusive of taxes and other applicable charges.

6.1.4. Payment shall be based on the Philippine Government Terms.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 2,300,000.00

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.