



**DOST-ASTI Bids and Awards Committee**  
**Notice of Negotiated Procurement -Two Failed Biddings**

<b>RFQ No.:</b> 23-02-4264	<b>Date:</b> Feb-16-2023
<b>PR No.:</b> GAA-22-10-15376	<b>Date:</b> Feb-01-2023

The Advanced Science and Technology Institute (ASTI) , through its Bids and Awards Committee, will undertake **Negotiated Procurement:Two-failed Biddings** for the item/s listed below. Interested proponents are invited to attend **Negotiated Conference** at ASTI Building, Ground Flr. ASTI Bldg, C. P. Garcia Ave, U.P.Campus Diliman, Quezon City on: **February 21,2023 , 9:00 AM.**

For inquiries, you may call the BAC Secretariat at **+63 2 426-9759/60 local 1206/1212** and look for Ms. Katherine B. Ramos

Respectfully,

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

ITEM NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE	TOTAL PRICE
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) consumables and will charge monthly services for the duration of the contract.</p> <p>2. LOCATION OF DELIVERY</p> <p>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.</p> <p>3. QUALIFICATIONS OF THE SERVICE PROVIDER</p> <p>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.</p> <p>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</p>	1	lot	1870000.00	1,870,000.00

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 April 2023 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 Reference.

#### 7. DUTIES AND RESPONSIBILITIES OF DOST - ASTI

- 7.1 Provide server hardware where the print server will be used according to service provider's server specifications; and
- 7.2 Responsible for the safe custody and use of the equipment installed by the Service Provider.

#### 8. TERMS OF PAYMENT

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.

#### 9. DELIVERY SCHEDULE



5. The DOST-ASTI 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.