



Republic of the Philippines

Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



ASTI-FM 03-10
REV 4/ 9 MAR 2022

**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Mar-28-2022, 2:00 AM		
RFQ No.:	22-03-3781	Date:	March-23-2022
PR No.:	GAA-22-03-13351	Date:	March-11-2022

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the enlisted item/s below. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, except otherwise specified in the requirements. Award may be considered for prospective bidder/s proven to be the single/lowest calculated and responsive quotation among all other quotations. Guidelines on the format of quotations and eligibility documents are listed below. Kindly follow the prescribed GUIDELINES to avoid DISQUALIFICATION.

Quotations may be submitted 1) manually to the BAC Secretariat at G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City or 2) sent via electronic mail at bac-sec@asti.dost.gov.ph. For further information, please contact the BAC Secretariat at +63 2 8249-8500 loc. 1206/1212.

Thank you.

BAYANI BENJAMIN R. LARA
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1.	<p>Software License - Subscription - Graphic Design Software Suite</p> <p>1. Background / Objectives.</p> <p>1.1. Graphic design software suite for creation and production of multimedia communications materials.</p> <p>1.2. Should be natively compatible with existing Adobe Creative Cloud (CC) applications and files.</p> <p>1.3. Specifications stated herein are minimum requirements, unless otherwise stated.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Quantity: 5 licenses.</p> <p>2.2. License type: Software subscription.</p> <p>2.3. Licensee Account Name: Advanced Science and Technology Institute.</p> <p>2.4. Subscription Period.</p> <p>2.4.1. Subscription period per license: 12 months maximum.</p> <p>2.4.2. Proposed cost of each license shall not exceed budgeted cost of P6,472.89 per license per month.</p> <p>2.4.3. Actual contract and/or billing will be pro-rated monthly starting on actual license activation date and ending on account anniversary date (see License Management).</p> <p>2.4.4. Proposal should indicate cost of each license</p>	5	lic.	77674.69	388,373.45

ver. 1.1

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C.P. Garcia Ave., Diliman, Quezon City 1101

Website : www.asti.dost.gov.ph

Email : info@asti.dost.gov.ph

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(or will otherwise be computed based on total proposal amount).

2.5. License Management.

2.5.1. License(s) must be centrally deployed and assignable by DOST-ASTI to its personnel through an administrative account console.

2.5.2. DOST-ASTI shall provide administrative account details to the provider.

2.5.3. Account anniversary date is the date wherein the software subscription license period ends and would therein be the reckoning date for possible future renewal, or new/additional licenses, if any.

2.6. Software suite inclusive individual applications.

2.6.1. Image editing and compositing.

2.6.1.1. Native editing, and 100% compatibility, for existing industry standard Photoshop CC .psd files.

2.6.2. Vector graphics and illustration.

2.6.2.1. Native editing, and 100% compatibility, for existing industry standard Illustrator CC .ai files.

2.6.3. Page design and layout for print and digital publishing.

2.6.3.1. Native editing, and 100% compatibility, for existing industry standard InDesign CC .indd files.

2.6.4. Audio/Video (A/V) and effects production and editing.

2.6.4.1. Native editing, and 100% compatibility, for existing industry standard Premiere CC files.

2.6.5. Photo editing and content cataloguing.

2.6.6. 2D character animation.

2.6.7. Text, image, audio, and video web posting platform.

2.6.8. Design and development of responsive websites.

2.6.9. Web and UX/UI design and prototyping.

2.6.10. Portable Document Format (PDF) editing.

2.7. In-application access to stock libraries for design assets, i.e., fonts, images, graphics, videos, and 3D assets.

2.8. Team support.

2.9. Desktop and mobile device editing support.

2.10. Cloud support.

3. Warranty.

3.1. Access to version upgrades, new releases, bugfixes, and critical security patches must be made available during the duration of the subscription period.

4. Delivery and Payment.

4.1. License activation within Ten (10) calendar days from issuance of Notice to Proceed (NTP).

4.2. Bid price shall be inclusive of all taxes, delivery charges, and all other related fees.

4.3. Payment Terms: Prescribed government terms.

2	<p>Software License - Subscription - Online Meeting, Webinar, and Online Event Platform</p> <p>1. Background / Objectives.</p> <p>1.1. Online software platform for conducting online</p>	1	lot	155193.55	155,193.55
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meetings, webinars, and online events.

1.2. Specifications stated herein are minimum requirements, unless otherwise stated.

2. Functional / Technical Specifications.

2.1. Quantity.

2.1.1. Online Meetings.

2.1.1.1. 2 licenses.

2.1.1.2. Minimum of 100 participants per license.

2.1.2. Webinars.

2.1.2.1. 1 license.

2.1.2.2. Minimum of 500 attendees per license.

2.1.3. Online Events.

2.1.3.1. 1 license.

2.1.3.2. Minimum of 500 attendees per license.

2.2. License type: Software subscription.

2.3. Licensee Account Name: Advanced Science and Technology Institute.

2.4. Subscription Period.

2.4.1. Maximum subscription period per license: 12 months.

2.4.2. Proposed cost of each license shall not exceed budgeted cost of:

2.4.2.1. Online Meeting: P13,363.41 per license per 12 months.

2.4.2.2. Webinar: P58,600.00 per license per 12 months.

2.4.2.3. Online Event: P69,866.73 per license per 12 months.

2.4.3. Actual contract and/or billing will be pro-rated monthly starting on actual license activation date and ending on account anniversary date (see License Management).

2.4.4. Proposal should indicate cost of each license (or will otherwise be computed based on total proposal amount).

2.5. License Management.

2.5.1. License(s) must be centrally deployed and assignable by DOST-ASTI to its personnel through an administrative account console.

2.5.2. DOST-ASTI shall provide administrative account details to the provider.

2.5.3. Account anniversary date is the date wherein the software subscription license period ends and would therein be the reckoning date for possible future renewal, or new/additional licenses, if any.

2.6. Online Meeting Software Platform.

2.6.1. Unlimited group meetings.

2.6.2. Unlimited one-on-one meetings.

2.6.3. Group meeting duration: 30 hours minimum.

2.6.4. Technical support: Ticket and live chat.

2.6.5. Recording: Local and 1 GB cloud (per license).

2.6.6. Telephone dial-In: Toll-based.

2.6.7. Screen sharing.

2.6.8. Breakout rooms.

2.6.9. Virtual background.

2.6.10. Personal Meeting ID.

2.6.11. Private and Group Chat.

- 2.6.12. Host controls.
- 2.6.13. Co-Annotation on screen share.
- 2.6.14. Remote keyboard and mouse control.
- 2.6.15. Multi-share.
- 2.6.16. Encryption:
 - 2.6.16.1. TLS Encryption.
 - 2.6.16.2. AES-256 Encryption for real-time content.
- 2.6.17. Waiting room.
- 2.6.18. Pin multiple people.
- 2.6.19. Spotlight multiple people.
- 2.6.20. Filters.
- 2.6.21. Polling.
- 2.6.22. Co-host and alternate host.
- 2.6.23. Assign meeting scheduler.
- 2.6.24. REST API; Pro REST API Rate Limits.
- 2.6.25. Streaming to Facebook or YouTube, or a third-party service.
- 2.6.26. Reporting: Organization usage reports.
- 2.6.27. User management.
- 2.6.28. Live transcription.
- 2.6.29. Whiteboards: Unlimited.

- 2.7. Webinar Software Platform.
 - 2.7.1. Webinar sessions: Unlimited.
 - 2.7.2. Duration per session: 30 hours minimum.
 - 2.7.3. Event-type option: Single-session.
 - 2.7.4. Attendee networking: In-webinar chat.
 - 2.7.5. Customizable pre and post event email reminder.
 - 2.7.6. Customizable registration.
 - 2.7.7. Interactive video panelists: 100 minimum, 49 viewable on screen at one time.
 - 2.7.8. Live polling and results.
 - 2.7.9. Practice session for pre-event panelist preparation.
 - 2.7.10. Live transcription.
 - 2.7.11. Language interpreter support.
 - 2.7.12. Cloud recordings and text transcripts.
 - 2.7.13. Performance and audience engagement reports.
 - 2.7.14. Integrations.
 - 2.7.15. Export registrant and attendee lists.
 - 2.7.16. Integrate with CRM and marketing automation tools.
 - 2.7.17. Webinar monetization through paid registration.
 - 2.7.18. Stream webinar to third-party platforms.
 - 2.7.19. Record webinar to the cloud.
 - 2.7.20. Post-session reporting.

- 2.8. Online Event Software Platform.
 - 2.8.1. Inclusive of Webinar Software Platform features and functionality.
 - 2.8.2. Duration per session: 30 hours minimum.
 - 2.8.3. Event-type option: Multi-day, multi-track sessions using Online Meeting Software Platform and Webinar Software Platform.
 - 2.8.4. Attendee networking: Chat-enabled event lobby.
 - 2.8.5. Event management platform.
 - 2.8.5.1. Agenda builder.

- 2.8.5.2. Speaker list.
- 2.8.5.3. Registration.
- 2.8.6. Session/ speaker video previews.
- 2.8.7. Ticketing: Paid and free.
- 2.8.8. Event hubs for organizing and showcasing virtual events and hosts.
- 2.8.9. Stream session content to event lobby and third-party platforms.
- 2.8.10. Post session recordings to event lobby and allow attendees to view after the event is completed.
- 2.8.11. Event analytics.
 - 2.8.11.1. Registration.
 - 2.8.11.2. Attendance.
 - 2.8.11.3. Event engagement.
 - 2.8.11.4. Ticket sales.
- 2.9. Desktop and mobile device support.
- 2.10. Cloud support.
- 3. Warranty.
 - 3.1. Access to version upgrades, new releases, bugfixes, and critical security patches must be made available during the duration of the subscription period.
- 4. Delivery and Payment.
 - 4.1. License activation within Ten (10) calendar days from issuance of Notice to Proceed (NTP).
 - 4.2. Bid price shall be inclusive of all taxes, delivery charges, and all other related fees.
 - 4.3. Payment Terms: Prescribed government terms.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 543,567.00

GUIDELINES

A. Content and Format of Quotations

1. The Quotation/s must include the RFQ Number or the PR Number indicated above
2. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:
 - a. Computer and electronic equipment and its accessories or peripherals
 - b. Software applications, programs, and digital licenses
 - c. Commercial off-the-shelf electronic devices or components
3. The Quotation/s must indicate the registered business name of the company (or individual), business address and contact number. It must also include the full name and signature of the company's authorized representative.
4. BIR Certificate of Registration for new DOST-ASTI suppliers.

B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

For Procurement of Goods

1. Upon submission of quotation
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
2. Upon issuance of Notice of Award (NOA)
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

For Procurement of Infrastructure

1. Upon submission of quotation
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
 - c. Valid PCAB License

2. Upon issuance of NOA
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

**Requirements under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the revised IRR of RA No. 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are engaged in business.*

***Requirements under Section 53.10 (Lease of Real Property or Venue) of the revised IRR of RA No. 9184, specifically Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return will not apply to government agencies as lessors.*

****For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.*

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;
2. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
3. Liquidated damages of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 68 of the revised IRR of RA No. 9184; and
4. The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.