



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



ASTI-FM 03-10
REV 5/ 30 APR 2024

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

Kind of Procurement Activity:		Negotiated Procurement: Small-value Procurement	
Deadline of Submission of Bids:		April-14-2025 ; 2:00PM	
RFQ No:	OD-25-04-002	Date	April-10-2025
PR No:	GAA-25-03-20920	Date	March-25-2025

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.

JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Supply and Delivery of a Customized Event Registration Website and Onsite Registration System Management Services for ASTICon 2025.	1	lot	131,824.00	131,824.00
	<p>1. BACKGROUND</p> <p>1.1. The DOST-ASTI is organizing the Advanced Science, Technology, and Innovation Convention (ASTICon) 2025, tentatively scheduled on July 25, 2025, in Quezon City. To streamline the registration process and enhance participant experience, DOST-ASTI seeks a service provider to develop a customized online event pre-registration website and implement an onsite registration system for the event.</p> <p>1.2. The specifications outlined herein represent the minimum requirements, unless explicitly stated otherwise.</p> <p>1.3. Proposals that meet or exceed the specified requirements will be considered.</p> <p>1.4. The Approved Budget for the Contract is all-inclusive, covering all applicable government taxes, fees, and service charges.</p>				

	<p>2. OBJECTIVES</p> <p>2.1. Develop and customize an event registration website for online pre-registration and participant data management.</p> <p>2.2. Provide an onsite registration system inclusive of leased devices and accessories, to facilitate smooth check-in and conference badge printing.</p> <p>2.3. Ensure a seamless and efficient registration process, minimizing delays and enhancing overall user experience.</p> <p>2.4. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>3. TECHNICAL SPECIFICATIONS</p> <p>3.1. Project Duration</p> <p>3.1.1. The project will be implemented for a period of six (6) months, ensuring structured and efficient execution of all project components. This includes system development, customization and hosting, system deployment and dry run, event execution and onsite registration, and post-event evaluation. The project shall start seven (7) calendar days upon issuance of the Notice to Proceed (NTP). The scope of work includes the following:</p> <p>3.1.1.1. System Development, Customization, and Hosting: Design, development, hosting and domain management, and ongoing maintenance</p> <p>3.1.1.2. System Deployment and Dry Run: Deploy online registration portal for test users, event organizers, and mock participants.</p> <p>3.1.1.3. Event Execution and Onsite Registration Management System: QR Code/Bar Code Scanning for attendee check-in;</p> <p>3.1.1.4. Inclusive lease of devices and accessories for check-in and conference badge printing.</p> <p>3.1.2. Post-Project Deliverables</p> <p>3.1.2.1. The collected data must be in CSV format and must be submitted within two (2) weeks after the event.</p> <p>3.1.2.2. The post-event system should remain accessible for a period of two (2) months after the event for reporting and data retrieval purposes.</p> <p>3.2. The event registration system must include the following:</p> <p>3.2.1. Online Registration</p> <p>3.2.1.1. Pre-registration Form</p> <p>3.2.1.1.1. The system must allow users to register for events using one valid email address per registration.</p>				
--	---	--	--	--	--

	<p>3.2.1.1.2. Users must provide basic information such as name, contact details, and/or any specific requirements related to the event.</p> <p>3.2.1.1.3. The system must support the registration for multiple types of events per registration.</p> <p>3.2.1.1.4. Each registration must only proceed if the user confirms the details of their registration.</p> <p>3.2.1.1.5. Users should receive an automated confirmation email upon successful registration.</p> <p>3.2.1.2. E-Ticketing System</p> <p>3.2.1.2.1. The confirmation email received after successful registration serves as an e-ticket.</p> <p>3.2.1.2.2. Each e-ticket must include the event details, attendee name, unique QR code, and event date through a static head/footer image or text for branding.</p> <p>3.2.1.2.3. E-tickets should be downloadable or printable by users.</p> <p>3.2.1.2.4. The email sender address should incorporate the name of the event.</p> <p>3.2.1.3. Notifications</p> <p>3.2.1.3.1. Users should receive email confirmations for successful or failed registration.</p> <p>3.2.1.3.2. Event reminders and updates should be automatically sent to users prior to the event date.</p> <p>3.2.1.3.3. Admins and organizers should be notified when an event is at least 80% nearing full capacity.</p> <p>3.2.1.4. Website</p> <p>3.2.1.4.1. The website must include content related to the event (e.g., event description, speakers, technologies).</p> <p>3.2.1.4.2. Event organizers should be able to customize the layout and design of the website in collaboration with the developers.</p> <p>3.2.1.4.3. The pre-registration form must be integrated into the website.</p> <p>3.2.1.4.4. The website content should remain editable even after publication.</p> <p>3.2.1.5. System Requirements</p> <p>3.2.1.5.1. The system should be web-based and accessible via major browsers (e.g., Chrome, Firefox, Edge, Safari).</p> <p>3.2.1.5.2. The system should be responsive for use on mobile devices, including tablets and smartphones.</p> <p>3.2.1.5.3. The system must be scalable to handle large numbers of events and registrations.</p> <p>3.2.1.5.4. The system must allow for hardware integration (e.g., printers, scanners) for event day operations.</p>				
--	--	--	--	--	--

	<p>3.2.1.5.5. The system should go live on or before June 02, 2025.</p> <p>3.2.1.6. Admin and Organizer Dashboard</p> <p>3.2.1.6.1. Event organizers should have access to a dashboard to manage events and registrations.</p> <p>3.2.1.6.2. The dashboard should provide real-time reporting on total registrations</p> <p>3.2.1.6.3. Event organizers should be able to export registration data in CSV, PDF, or Excel format.</p> <p>3.2.1.6.4. Admins should have permission to add, edit, or remove events and monitor system activity.</p> <p>3.2.2. Onsite Services</p> <p>3.2.2.1. Check-in System</p> <p>3.2.2.1.1. The system must support onsite registrations via tablet or kiosk devices.</p> <p>3.2.2.1.2. The system must allow for fast check-ins at the event using QR code or barcode scanning.</p> <p>3.2.2.1.3. Scanners (barcode/QR code) must be available for event staff to verify attendees at the entrance.</p> <p>3.2.2.1.4. Onsite registration devices should be pre-configured for immediate use.</p> <p>3.2.2.1.5. The system should support the printing of badges and tickets at the event.</p> <p>3.2.2.1.6. The check-in system should automatically update the attendee s status as checked in in real-time.</p> <p>3.2.2.2. Devices and accessories</p> <p>3.2.2.2.1. Four (4) sets of the following:</p> <p>3.2.2.2.1.1. Tablet for registration</p> <p>3.2.2.2.1.2. Customizable tabletop stands</p> <p>3.2.2.2.1.3. Name tag printer inclusive of sticker conference tags</p> <p>3.2.2.2.2. Replacement Policy</p> <p>3.2.2.2.2.1. Service provider shall have spare units to replace defective devices to prevent disruptions in the event.</p> <p>3.2.2.3. Location & Event Schedule</p> <p>3.2.2.3.1. Location: Within Quezon City</p> <p>3.2.2.3.1.1. Tentative Ingress date: July 24, 2025, 1:00 PM onwards</p> <p>3.2.2.3.1.2. Tentative Egress date: July 25, 2025, 5:00 PM onwards</p> <p>3.2.3. Data Privacy and Security</p> <p>3.2.3.1. The service provider must comply with data protection regulations, including the Data Privacy Act of 2012.</p> <p>3.2.3.2. The service provider must notify DOST-ASTI of any potential breach of security.</p> <p>3.2.3.3. Ownership of user data shall remain with DOST-ASTI.</p> <p>3.3. The service provider must fulfill the following requirements:</p>				
--	---	--	--	--	--

	<p>3.3.1. Eligibility</p> <p>3.3.1.1. The service provider must have proven experience in event registration systems.</p> <p>3.3.1.2. A portfolio showcasing previous work of the service provider must be submitted.</p> <p>3.3.2. Technical Requirements & Pre-Qualification Testing</p> <p>3.3.2.1. The qualified bidder shall undergo pre-qualification testing of their system in a live test environment to ensure compliance with functional, security, and performance standards before awarding the contract;</p> <p>3.3.2.2. The provider must demonstrate all system features, including registration, QR code validation, badge printing, and reporting.</p> <p>3.3.3. Technical Support</p> <p>3.3.3.1. System deployment and continuous testing must be conducted once (1) a month after issuance of the NTP.</p> <p>3.3.3.2. At least two (2) onsite technical support must be available throughout the event.</p> <p>3.3.3.3. The service provider must conduct training for the event organizers on system usage.</p> <p>3.3.4. Contract Management & Reporting</p> <p>3.3.4.1. Regular updates on the system s progress must be provided to the event organizers.</p> <p>3.3.4.2. Any issues encountered must be promptly resolved, with necessary system adjustments implemented.</p> <p>3.3.4.3. A post-event evaluation and debriefing must be conducted.</p> <p>4. Timelines & Deliverables</p> <p>4.1. Event Website Creation</p> <p>4.1.1. The event website should be completed within thirty (30) days from the project s start date. The development process will include:</p> <p>4.1.1.1. Pre-registration form</p> <p>4.1.1.2. Layout and design of the website</p> <p>4.1.1.3. Content Development</p> <p>4.1.1.4. Server setup</p> <p>4.1.1.5. Quality assurance</p> <p>4.2. Onsite Registration Preparation</p> <p>4.2.1. Preparations for onsite registration should begin thirty (30) days before the event date.</p> <p>4.3. Regular communication</p> <p>4.3.1. DOST-ASTI and the service provider must maintain continuous communication from the start of the project until six (6) months after the</p>				
--	--	--	--	--	--

	<p>issuance of the NTP, to address all event-related matters and post-event concerns.</p> <p>5. DELAY OR FAILURE IN SERVICE DELIVERY</p> <p>5.1. The Supplier shall allow DOST-ASTI to reschedule the event or activity in case of emergencies or unforeseen incidents. In such cases, DOST-ASTI will not incur any additional charges for the rescheduling.</p> <p>5.2. In case of delay or failure by the external provider to deliver or fulfill any requirements as specified in the contract, and due to the time sensitive nature of the required service, the external provider expressly agrees that DOST-ASTI, and at DOST-ASTI's sole discretion, may proceed to take such remedial actions, as it deems necessary, which may include, but not limited to, direct engagement of third-party external provider(s) to fulfill the required service in-part or in-whole, at the contracted external provider's risk and expense and where such expense ensuing from the remedial action taken may exceed the Awarded Contract price, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.</p> <p>5.3. The DOST-ASTI has the right to terminate the contract when a) outside of force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period/s specified in the contract; b) as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; and c) the Supplier fails to perform any obligation under the contract.</p> <p>6. DELIVERY AND PAYMENT TERMS</p> <p>6.1. The project will be implemented for a period of six (6) months which shall start seven (7) calendar days upon issuance of the NTP.</p> <p>6.2. Payment shall be made through progress billings (if needed), which shall be proportionate to the following milestones:</p> <p>6.2.1. System Development, Customization, Hosting and Dry Run: 50% of the contract amount upon successful</p>				
--	--	--	--	--	--

	<p>completion and acceptance of the end-user.</p> <p>6.2.2. Event Execution and Onsite Registration Management System: 30% of the contract amount upon completion of system deployment</p> <p>6.2.3. Post-event system access: 20% of the contract amount upon completion of post-event requirements including accessibility and data retrieval post event.</p> <p>6.3. The billing shall be accompanied by an acknowledgment document issued by an authorized officer of DOST-ASTI BDU certifying to the percentage of actual and acceptable works accomplished and that the amount being claimed by the Contractor is based on the percentage of accomplishment of the Contractor for the period.</p> <p>6.4. Final Payment shall be made upon the submission of the Final Billing together with certification/acceptance/by the end-user that the services are delivered in accordance with the terms of this Contract and are duly inspected and accepted.</p> <p>6.5. The price must be inclusive of government taxes and other charges.</p>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):					Php131,824.00
GUIDELINES					
<p>A. Content and Format of Quotations</p> <p>1 <i>. The Quotation/s must include the RFQ Number or the PR Number indicated above</i></p> <p>2 <i>. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:</i></p> <p style="margin-left: 20px;">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</p> <p>3 <i>. 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.</i></p> <p>4 <i>. BIR Certificate of Registration for new DOST-ASTI suppliers</i></p> <p>B. Eligibility Requirements</p> <p><i>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):</i></p> <p><u>For Procurement of Goods</u></p>					

- 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.*