



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Jul-11-2022, 2:00 PM		
RFQ No.:	22-07-3922	Date:	July-06-2022
PR No.:	GAA-22-07-14192	Date:	July-01-2022

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>Biometric Device</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of six (6) units of biometric device.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>1.4. The procurement of biometric device will be for the logging of ASTI staff's attendance .</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1.The device should be compatible with FSDM, a software that generates log reports that feed into DOST-ASTI's attendance module (see Annex A). Otherwise, it should be bundled with a software that generates a similar report.</p> <p>2.2 The generated report should have the following fields:</p> <p>2.1.1. Name (Last Name, First Name)</p> <p>2.1.2. Enroll #</p> <p>2.1.3. Department</p> <p>2.1.4. Date</p>	6	unit	14999.00	89,994.00

- 2.1.5. Day
- 2.1.6. Time In (AM)
- 2.1.7. Time Out (AM)
- 2.1.8. Time In (PM)
- 2.1.9. Time Out (PM)

2.3. The data format should be the same as the attached report (see Annex B) so that DOST-ASTI's Attendance module will be able to read it correctly.

2.4. Preferably it includes an API or a Software Development Kit (SDK) to allow the configuration of real time auto-fetching/exporting and sending of attendance logs to a web server

2.5. Verification modes: minimum requirements are fingerprint and ID card verification

2.6. User verification is performed in less than one (1) second.

2.7. Communication: TCP/IP and USB

3. WARRANTY

3.1. With at least one (1) year warranty coverage.

3.2. Parts and incidental costs related to the unit will be shouldered by the supplier provided that the error or damage on the equipment is not a result of user damage or misuse.

4. DELIVERY and PAYMENT TERMS

4.1. A demonstration should be conducted during the evaluation of submitted quotations upon the end user's request to verify the qualification against the required technical specifications.

4.2 Delivery of the Goods shall be made by the Supplier within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).

4.3. Full payment will only be given once the items were completely delivered, inspected, and accepted by the End User.

4.4. No payment shall be made or the supplies and materials not yet delivered under this contract.

4.5. The price of the bid must be inclusive of government taxes and other fees.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 89,994.00

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.*

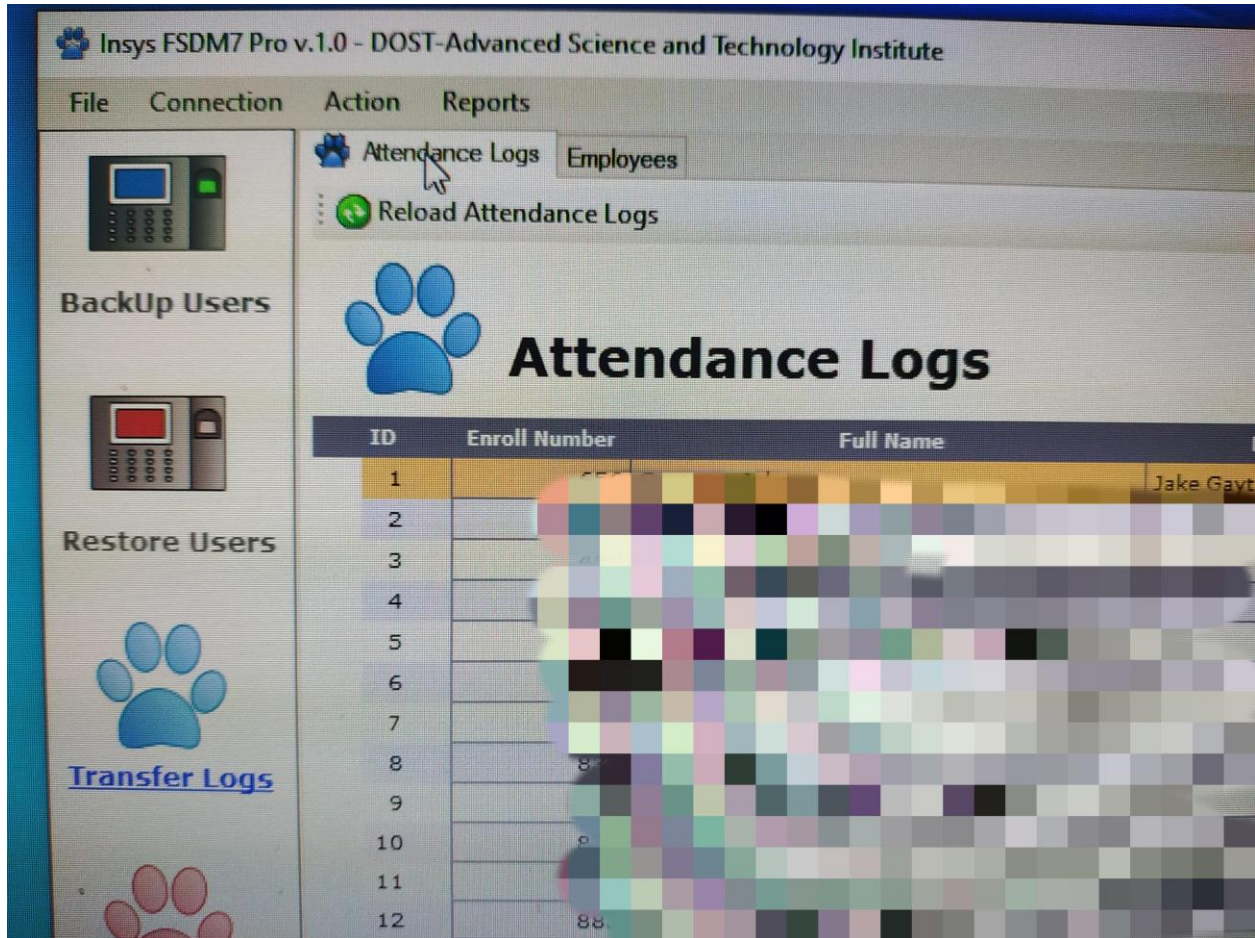
****For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.*

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.

Annex A
P.R. GAA-22-06-14042

DOST-ASTI's Existing FSDM – This software allows administrators to download attendance logs in formats readable to the Institute's Attendance module.



Annex B

Sample Report that is compatible with DOST-ASTI's Attendance Module

DOST-Advanced Science and Technology Institute

Detailed Time Report (Sequence Order)

Period: 05/01/2022 - 05/31/2022

Run Date :06/29/2022 4:08 pm

Name	Enroll #	Department	Branch	Date	Day	Time In	Time Out	Time In	Time Out	Time In	Time Out
Dela Cruz, Juan	288	KMD	DOST-ASTI	02/05/2022	Monday	7:59 AM	6:05 PM				
				04/05/2022	Wednesday	8:10 AM	6:00 PM				
				05/05/2022	Thursday	8:33 AM	7:04 PM				
				06/05/2022	Friday	8:19 AM	6:40 PM				
				10/05/2022	Tuesday	8:39 AM	6:41 PM				
				11/05/2022	Wednesday	8:14 AM	5:23 PM				
				12/05/2022	Thursday	8:48 AM	5:55 PM				
				13/05/2022	Friday	8:00 AM	5:49 PM				
				16/05/2022	Monday	8:47 AM	5:48 PM				
				17/05/2022	Tuesday	8:53 AM	5:54 PM				
				18/05/2022	Wednesday	8:48 AM	6:12 PM				
				19/05/2022	Thursday	8:54 AM	5:54 PM				
				20/05/2022	Friday	8:54 AM	5:57 PM				
				23/05/2022	Monday	8:50 AM	5:53 PM				
				24/05/2022	Tuesday	8:56 AM	6:00 PM				
				25/05/2022	Wednesday	8:26 AM	6:12 PM				
				26/05/2022	Thursday	8:53 AM	5:54 PM				
				27/05/2022	Friday	8:51 AM	6:04 PM				
				30/05/2022	Monday	8:37 AM	5:37 PM				
				31/05/2022	Tuesday	8:50 AM	5:53 PM				
				Delos Santos, Maria	314	RDD	DOST-ASTI	02/05/2022	Monday	8:52 AM	6:00 PM
04/05/2022	Wednesday	8:52 AM	6:04 PM								
05/05/2022	Thursday	12:55 PM	6:05 PM								
06/05/2022	Friday	9:08 AM	6:28 PM								
10/05/2022	Tuesday	8:45 AM	6:06 PM								
11/05/2022	Wednesday	8:37 AM	5:53 PM								
12/05/2022	Thursday	8:42 AM	5:51 PM								
13/05/2022	Friday	9:24 AM	6:05 PM								
17/05/2022	Tuesday	8:58 AM	6:25 PM								
18/05/2022	Wednesday	9:15 AM	6:09 PM								
19/05/2022	Thursday	9:21 AM	7:19 PM								
20/05/2022	Friday	9:04 AM	6:05 PM								
23/05/2022	Monday	8:47 AM	6:02 PM								
24/05/2022	Tuesday	7:05 AM	4:38 PM								
25/05/2022	Wednesday	8:26 AM	5:42 PM								

26/05/2022 Thursday	9:01 AM	6:12 PM
27/05/2022 Friday	8:46 AM	5:50 PM
30/05/2022 Monday	8:17 AM	5:48 PM
31/05/2022 Tuesday	8:27 AM	5:53 PM