



Annex "A"

TECHNICAL SPECIFICATIONS FOR ONE (1) LOT LEGAL SERVICE FOR PREPARING AND FILING OF INTELLECTUAL PROPERTY APPLICATION

1. GENERAL OVERVIEW

- 1.1. The Advanced Science and Technology Institute (ASTI) is seeking Legal Service for Preparing and Filing Intellectual Property (IP) Application.
- 1.2. The IP Application shall be related to potential IP assets generated by the Automated Electronic Survey System Project.
- 1.3. The service shall be provided by a duly registered Philippine-based Law Firm or its affiliate company with demonstrated expertise and experience in IP-related services for a minimum of five (5) years.
- 1.4. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges. The ABC likewise covers all consultancies and communication essentials for the entire IP application process.

2. REQUIREMENTS

2.1. Prior Art Search (PAS) for up to four (4) technologies

2.1.1. Prior art search report to be generated shall include the following:

- 2.1.1.1. Published pending and valid granted local and foreign patents, utility model applications, and industrial design applications of similar and closely related or counterpart technologies.
- 2.1.1.2. Search pool in a table form including keywords used; number of hits; number of documents considered; and number of relevant document/s.
- 2.1.1.3. PAS report will be prepared on per technology basis wherein the search will be based on the relevant technical features of the technology.
- 2.1.1.4. PAS recommendation on the technology for IP protection including the quantity and category of IP filings.
- 2.1.1.5. Submit PAS report within thirty (30) to forty-five (45) working days from the date of receipt of complete and updated data/disclosures as evidenced by an email or any form of communications sent by ASTI representatives to the contractor, and such disclosure was acknowledged as complete by the contractor.

2.1.1.6. Non-acknowledgment of ASTI representative's email in seven (7) calendar days would deem the disclosed data as complete.

2.1.1.7. Inclusive of communications and other related expenses. Inclusive of tax, administrative, and other government fees.

2.2. Patent / IP Drafting and Filing for up to ten (10) IPs

2.2.1. Drafting and filing of Patent and other IP Applications

2.2.1.1. Drafting and filing of IP Applications to IPOPHIL of up to ten (10) IPs for Patent/Utility Model Application – Non-Chemical

2.2.1.2. Submit patent/utility model application within forty-five (45) to sixty (60) working days from the date of receipt of complete and updated data/disclosures for each technology as evidenced by an email or any form of communication sent by ASTI representatives to the contractor, and such disclosure was acknowledged as complete by contractor.

2.2.1.3. Non-acknowledgement of ASTI representative's email in seven (7) calendar days would deem the disclosed data as complete.

2.2.1.4. In the event that, following a conducted PAS, it is determined that the technology intended for IP Protection cannot be pursued, charges will be based on the technology slated for filing. No fees shall be incurred for filing if the technology is deemed ineligible for IP protection.

2.2.1.5. Inclusive of other costs such as taxes, administrative, government, and other applicable filing fees.

3. PAYMENTS AND DELIVERY TERMS

3.1. Statement of Account shall be based on the following:

3.1.1. Completed PAS Report; and

3.1.2. Drafted and Filed IPs.

3.2. The billing shall depend on the final assessment and number of IPs to be filed.

4. ADDITIONAL PROVISION

4.1. ASTI may engage the service provider for Patent Prosecution, which shall be subject to a separate contract.

4.2. The service provider is responsible for representing ASTI in Patent Prosecution, shall ASTI decide to continue with its engagement.

4.3. Payment for the Patent Prosecution shall be charged on the calendar year when the work is completed.