



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 05- 012, s. 2024**



**TO: ENGR. ANASTACIO PANTALEON -Bislig Campus**  
**ENGR. RANDY LOU P. EBARLE -Bislig Campus**  
**MR. HARVEY KIER RANARA -Liangá Campus**

**SUBJECT: ATTENDANCE TO THE TECHREADY 2024: A CAPABILITY BUILDING ON IP VALUATION**

**DATE: May 9, 2024**

This memorandum invites you to participate in the TECH READY 2024: A Capability Building on IP Valuation. The training workshop will be held at Watergate Pavilion, Butuan City, from May 14 to May 17, 2024.

This 4-day training workshop aims to equip participants with the knowledge and skills necessary to value intellectual property (IP). It will cover topics such as the different types of IP, valuation methodologies, and the importance of IP protection.

Kindly confirm your participation on or before May 8, 2024, through the following link: <https://tinyurl.com/TechReady2024-TTLOs>.

Further, you are required to prepare the following documents as requirements for the workshop:

- IP Portfolio (List of Inventions, UMs IDs, TMs, Copyright)
- List of Technologies and Testing Results
- Research and Development Tests and Results
- Capital Expenditure and Cost (CAPEX) to produce one unit of technology
- List of ongoing and concluded projects involving technologies and their respective line-item-budget (LIBs)
- If available: Market Study/Industry Report on technologies.

We highly encourage you to attend this valuable seminar to enhance your skills and knowledge in IP valuation.

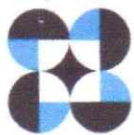
Expenses incurred in this travel shall be charged to the research fund subject to the usual accounting and auditing rules and regulations.

For strict compliance.

**NEMESIO G. LOAYON, PhD**  
SUC President III

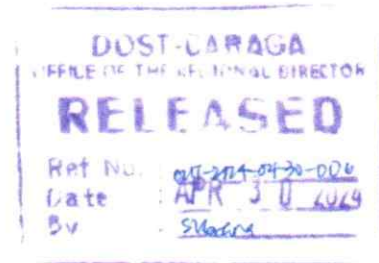
**ABUNDIO C. MIRALLES, Ed.D.**  
VP for Admin and Finance

5-9-24



April 29, 2024

**DR. NEMESIO G. LOAYON**  
President  
North Eastern Mindanao State University  
Rosario, Tandag City, Surigao del Sur



**Dear Dr. Loayon:**

Greetings!

As part of our commitment to foster innovation and promote technology commercialization in the region, we are organizing a series of capability training sessions throughout the year. This includes a seminar-workshop focused on Technology Valuation, designed to enhance the skills of the DOST Caraga staff, Technology Transfer and Licensing Officers (TTLOs), and researchers within Caraga.

As part of this initiative, we are pleased to announce **TechReady 2024: A Capability Building on IP Valuation** which will take place at **Watergate Pavillion, Butuan City** from **May 14 to May 17, 2024 (Tuesday-Friday)**.

In line with this, we would like to invite **three (3) participants from North Eastern Mindanao State University** to attend and participate in this comprehensive 4-day training workshop. May we also request for the confirmation of the participants on or before May 8, 2024 (Wednesday) through this link <https://tinyurl.com/TechReady2024-TTLOs>

Further, may we require the participants to prepare the following documents as requirements for the workshop:

- IP Portfolio (List of Inventions, UMs IDs, TMs, Copyright)
- List of Technologies and Testing Results
- Research and Development Tests and Results
- Capital Expenditure and Cost (CAPEX) to produce one unit of the technology
- List of ongoing and concluded projects involving technologies and their respective line-item-budgets (LIBs)
- If available: Market Study/Industry Report on technologies

Ms. Mary Grace T. Pulido and Ms. Jasmine P. Manuel will gladly coordinate with you regarding this matter. Should you have any concerns, please feel free to contact them via mobile at 0950 505 5628 or through email at [techtrans.dostcaraga@gmail.com](mailto:techtrans.dostcaraga@gmail.com).

Thank you for your support and consideration. We look forward to your participation to make this event a resounding success.

Very truly yours,

  
**ENGR. NOEL M. AJOC**  
Regional Director





# Intellectual Property Assessment

## Required Documents

- IP Portfolio (List of Inventions, UMs IDs, TMs, Copyright)
- List of Technologies and Testing Results
- Research and Development Tests and Results
- If available: Market Study/Industry Report on technologies
- Capital Expenditure and Cost to produce one unit of the technology
- List of ongoing and concluded projects involving technologies and their respective line-item-budgets (LIBs)

## Day 1

9:00AM - 11:30AM IP Portfolio Audit and Assessment

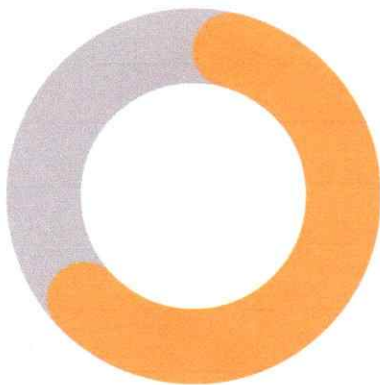
11:30AM - 1:00PM Lunch Break

1:00PM - 2:00PM Assessment and Monitoring Tools

2:00PM - 4:00PM Workshop

4:00PM - 4:15PM Synthesis and Reminders

## Day 2



9:00AM - 11:30AM Presentation of Outputs

11:30AM - 1:00PM Lunch Break

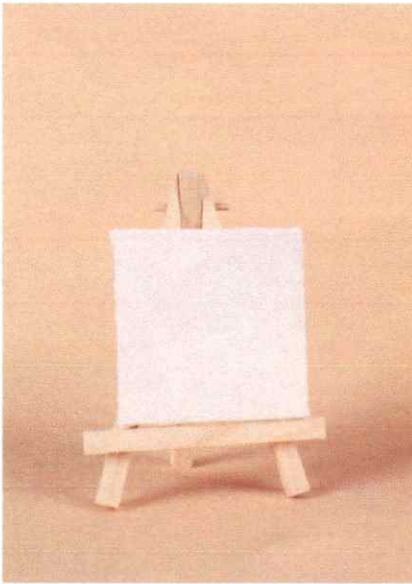
1:00PM - 2:00PM Technology Readiness Level

2:00PM - 3:00PM Workshop

3:00PM - 4:00PM Presentation of Outputs

4:00PM - 4:15PM Synthesis and Reminders

# Intellectual Property Valuation



## Day 3

9:00 AM - 10:30AM - Business Model Canvas

10:30AM - 11:00AM - Break

11:00AM - 12:00NN Business Model Canvas Presentation

12:00NN - 1:30PM - Lunch Break

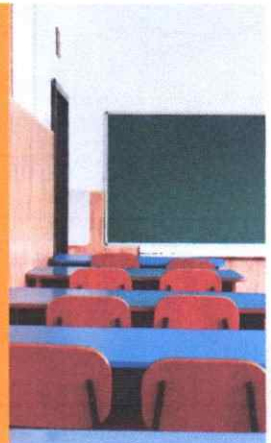
1:30PM - 4:00PM - Valuation Proper and Workshop

## Day 4

9:00 AM - 12:00 NN - Continuation of Workshop and Presentation of Outputs

12:00NN - 1:30PM - Lunch Break

1:30PM - 3:00PM - Presentation of Outputs



Under any of the above instances, the contract shall be re-advertised and re-bid. The BAC shall observe the same process and set the new periods according to the same rules followed during the first bidding. After the second failed bidding, however, the BAC may resort to negotiated procurement as provided for in Section 53 of this Act.

**SEC. 36. Single Calculated/Rated and Responsive Bid Submission.** – A single calculated/rated and responsive bid shall be considered for award if it falls under any of the following circumstances:

(a) If after advertisement, only one prospective bidder submits a Letter of Intent and/or applies for eligibility check, and meets the eligibility requirements or criteria, after which it submits a bid, which is found to be responsive to the bidding requirements;

(b) If after the advertisement, more than one prospective bidder applies for eligibility check, but only one bidder meets the eligibility requirements or criteria, after which it submits a bid which is found to be responsive to the bidding requirements; or

(c) If after the eligibility check, more than one bidder meets the eligibility requirements, but only one bidder submits a bid, and its bid is found to be responsive to the bidding requirements.

In all instances, the Procuring Entity shall ensure that the ABC reflects the most advantageous prevailing price for the Government.

## ARTICLE XI

### AWARD, IMPLEMENTATION AND TERMINATION OF THE CONTRACT

**SEC. 37. Notice and Execution of Award.** – Within a period not exceeding fifteen (15) calendar days from the determination and declaration by the BAC of the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid, and the recommendation of the award, the Head of the Procuring Entity or his duly authorized representative shall approve or disapprove the said recommendation. In case of approval, the Head of the Procuring Entity or his duly authorized representative shall immediately issue the Notice of Award to the bidder with the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.

Within ten (10) calendar days from receipt of the Notice of Award, the winning bidder shall formally enter into contract with the Procuring Entity. When further approval of higher authority is required, the approving authority for the contract shall be given a maximum of twenty (20) calendar days to approve or disapprove it.

In the case of government-owned and/or -controlled corporations, the concerned board shall take action on the said recommendation within thirty (30) calendar days from receipt thereof.

The Procuring Entity shall issue the Notice to Proceed to the winning bidder not later than seven (7) calendar days from the date of approval of the contract by the appropriate authority. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the contractor.

**SEC. 38. Period of Action on Procurement Activities.** – The procurement process from the opening of bids up to the award of contract shall not exceed three (3) months, or a shorter period to be determined by the procuring entity concerned. Without

prejudice to the provisions of the preceding section, the different procurement activities shall be completed within reasonable periods to be specified in the IRR.

If no action on the contract is taken by the head of the procuring entity, or by his duly authorized representative, or by the concerned board, in the case of government-owned and/or -controlled corporations, within the periods specified in the preceding paragraph, the contract concerned shall be deemed approved.

**SEC. 39. Performance Security.** – Prior to the signing of the contract, the winning bidder shall, as a measure of guarantee for the faithful performance of and compliance with his obligations under the contract prepared in accordance with the Bidding Documents, be required to post a performance security in such form and amount as specified in the Bidding Documents.

**SEC. 40. Failure to Enter into Contract and Post Performance Security.** – If, for justifiable causes, the bidder with the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid fails, refuses or is otherwise unable to enter into contract with the Procuring Entity, or if the bidder fails to post the required performance security within the period stipulated in the Bidding Documents, the BAC shall disqualify the said bidder and shall undertake post-qualification for the next-ranked Lowest Calculated Bid or Highest Rated Bid. This procedure shall be repeated until an award is made. However, if no award is possible, the contract shall be subjected to a new bidding.

In the case of a failure to post the required performance security, the bid security shall be forfeited without prejudice to the imposition of sanctions prescribed under Article XXIII.

**SEC. 41. Reservation Clause.** – The Head of the Agency reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract in the following situations:

(a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;

(b) If the BAC is found to have failed in following the prescribed bidding procedures; or

(c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the government as defined in the IRR.

**SEC. 42. Contract Implementation and Termination.** – The rules and guidelines for the implementation and termination of contracts awarded pursuant to the provisions of this Act shall be prescribed in the IRR. The rules and guidelines shall include standard general and special conditions for contracts.

## **ARTICLE XII DOMESTIC AND FOREIGN PROCUREMENT**

**SEC. 43. Procurement of Domestic and Foreign Goods.** – Consistent with the country's obligations under international treaties or agreements, Goods may be obtained

ranked from lowest to highest in terms of their corresponding calculated prices. The bid with the lowest calculated price shall be referred to as the "Lowest Calculated Bid."

**SEC. 33. Bid Evaluation of Short Listed Bidders for Consulting Services. –**

For the Procurement of Consulting Services, the Bids of the short listed bidders shall be evaluated and ranked using numerical ratings in accordance with the evaluation criteria stated in the Bidding Documents, which shall include factors such as, but not limited to, experience, performance, quality of personnel, price and methodology. The Bids shall be ranked from highest to lowest in terms of their corresponding calculated ratings. The Bid with the highest calculated rating shall be the "Highest Rated Bid." After approval by the Head of the Procuring Entity of the Highest Rated Bid, the BAC shall invite the bidder concerned for negotiation and/or clarification on the following items: financial proposal submitted by the bidder, terms of reference, scope of services, methodology and work program, personnel to be assigned to the job, services/facilities/data to be provided by the Procuring Entity concerned, and provisions of the contract. When negotiations with the first-in-rank bidder fails, the financial proposal of the second rank bidder shall be opened for negotiations: *Provided*, That the amount indicated in the financial envelope shall be made as the basis for negotiations and the total contract amount shall not exceed the amount indicated in the envelope and the ABC. Whenever necessary, the same process shall be repeated until the bid is awarded to the winning bidder.

**ARTICLE X  
POST-QUALIFICATION**

**SEC. 34. Objective and Process of Post-qualification. –** Post-qualification is the stage where the bidder with the Lowest Calculated Bid, in the case of Goods and Infrastructure Projects, or the Highest Rated Bid, in the case of Consulting Services, undergoes verification and validation whether he has passed all the requirements and conditions as specified in the Bidding Documents.

If the bidder with the Lowest Calculated Bid or Highest Rated Bid passes all the criteria for post-qualification, his Bid shall be considered the "Lowest Calculated Responsive Bid," in the case of Goods and Infrastructure or the "Highest Rated Responsive Bid," in the case of Consulting Services. However, if a bidder fails to meet any of the requirements or conditions, he shall be "post-disqualified" and the BAC shall conduct the post-qualification on the bidder with the second Lowest Calculated Bid or Highest Rated Bid. If the bidder with the second Lowest Calculated Bid or Highest Rated Bid is post-disqualified, the same procedure shall be repeated until the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid is finally determined.

In all cases, the contract shall be awarded only to the bidder with the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.

**SEC. 35. Failure of Bidding. –** There shall be a failure of bidding if:

- (a) No bids are received;
- (b) No bid qualifies as the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid; or,
- (c) Whenever the bidder with the highest rated/lowest calculated responsive bid refuses, without justifiable cause to accept the award of contract, as the case may be.



Under any of the above instances, the contract shall be re-advertised and re-bid. The BAC shall observe the same process and set the new periods according to the same rules followed during the first bidding. After the second failed bidding, however, the BAC may resort to negotiated procurement as provided for in Section 53 of this Act.

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