



ASTI - FM 03-10  
Rev 0 /02 APR 2018

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

Kind of Procurement Activity: <b>Shopping (b)</b>	
Deadline of Submission of Bids: <b>July-19-2018, 2:00 PM</b>	
RFQ No: <b>18-07-0012-M</b>	Date: <b>July-09-2018</b>
PR No: <b>GAA-18-07-5920</b>	Date: <b>July-05-2018</b>

The Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers, contractors or distributors, to submit their quotations, together with their eligibility documents for the item(s) listed below. Guidelines regarding the format and eligibility documents are listed at the box below the item(s) to be procured.

Quotations may be electronically mailed at bac-sec@asti.dost.gov.ph or it may be submitted via fax or by delivering it to the office on or before the deadline. For inquiries, you may call the number - 426-7423 and look for ASTI's BAC Secretariat.

Respectfully,

*Pedrito B. Mangahas*  
**Pedrito B. Mangahas**

BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY.	UNIT	UNIT PRICE (PHP)	TOTAL PRICE (PHP)
1	<b>Carbonless paper-white</b> Carbonless paper ; 8.5 x 14 CB white	6	box	300.00	1,800.00
2	<b>Back fold Clip 25mm</b> - 25 mm (1') , all metal, clamping, 12 pieces per box	44	box	13.40	589.60
3	<b>Back fold Clip 32mm</b> -32 mm (1 1/4"); all metal ; clamping ; 12 pcs per box	39	box	19.12	745.68
4	<b>Sign Pen (blue)</b> - liquid /Gel Ink ; <b>0.5mm</b> needle tip with non slip grip; writing length 1km min ; Good writing quality ; 1pc barrel ; twelve pcs per box	96	pc	34.61	3,322.56
5	<b>Tape Flags</b> Stick -on flags with words " Sign Here" est 20x 48 mm	22	pack	150.00	3,300.00
6	<b>Sign Pen (blue)</b> - liquid/ Gel ink ; 0.3mm needle tip with non slip grip; writing length 1km min; good writing ; 1 pc barrel; 12 pcs per box	48	pc	50.00	2,400.00
7	<b>Stamp Pad Ink</b>	1	pc	24.63	24.63

	- felt; Bed Dimension: 60 x 100mm min; made of metal or plastic or combination; thickness: 0.20mm min (metal); 500 min (felt); Pre-inked				
9	<b>EXPANDING PLASTIC ENVELOPE</b> Legal size; with button; good quality	70	pc	50.00	3,500.00
10	<b>Labeler Tape cartridge</b> 12mm ; laminated; black on blue tape	5	pc	1,200.00	6,000.00
11	<b>Label Printer</b> - Label printer equivalent to Epson labelworks	1	pc	3,500.00	3,500.00
12	<b>COPY PAPER (Pink)</b> - A4 size ; color : pink ; substance:24.80gsm ; high quality colored paper ; perfect for photocopiers, laser printers and ink jet	5	ream	350.00	1,750.00
13	<b>COPY PAPER (BLUE)</b> - A4 size ; substance:24.80 gSm; high quality colored copy paper; perfect for photocopiers, laser printers and ink jet	5	ream	350.00	1,750.00
14	<b>Keyboard</b> Compatible with Macintosh Includes lighting to USB Cable With numeric keypad Dimensions - Height: 0.16–0.43 inch (0.41–1.09 cm) - Width: 16.48 inches (41.87 cm) - Depth: 4.52 inches (11.49 cm) - Weight: 0.86 pound (0.39 kg)* Connection: - Bluetooth - Lightning port - Wireless System Requirement: - Bluetooth-enabled Mac computer with OS X 10.11 or later - iOS devices with iOS 9.1 or later Terms of delivery: 15 Calendar Days upon issuance of NTP	1	unit	7,500.00	7,500.00
15	<b>MOUSE</b> Compatible with Macintosh Includes lightning to USB cable Multi-touch With lightning to USB Cable Ergonomics: Ambidextrous System Requirement: Mac computer with OS X 10.11 or later Connection: - Bluetooth - Lightning port - Wireless Terms of Delivery: 15 Calendar Days upon issuance of NTP	1	unit	4,500.00	4,500.00
16	<b>USB Numeric Keypad</b>	3	pc	400.00	1,200.00

	Num lock LED indicator, For faster data input-idea for spreadsheet, accounting and financial application, Compact design, retractable cable, Compact and super light weight design for optimal portability, Convenient retractable USB cable for easy portability and storage				
17	<b>Special Envelope</b>	20	pack	250.00	5,000.00
	A4 size or equivalent Catalog or Baronial-type Envelope White Color 10pcs/pack				
18	<b>Special Envelope</b>	20	pack	230.00	4,600.00
	11 x 7 inches Board-type envelope White color				
20	<b>Battery 9V</b>	10	pc	82.50	825.00
	disposable alkaline				
21	<b>Push Pin</b>	2	case	27.45	54.90
	Flat head type; assorted colors, 100 pcs per case				
22	<b>Ballpen</b>	20	pc	11.00	220.00
	color blue, good writing condition				
23	<b>Ballpen</b>	3	pc	16.50	49.50
	color green, good writing quality				
24	<b>Double sided tape size 1"</b>	12	roll	39.6	475.2
25	<b>Envelope Expanding</b>	1	box	683.88	683.88
	Kraftboard fro A4 size documents, 50 mm expansion with string and eyelet, 100 pcs per box				
26	<b>Duct tape</b>	10	roll	217.80	2,178.00
	gray size 2'				
27	<b>Fastener</b>	2	box	30.80	61.60
	Plastic coated for paper, 70mm, 50sets per box				
28	<b>Folder Report Cover</b>	100	pc	30.80	3,080.00
	A4 size, acetate cover, cardboard back cover, expandable with fastener , green and blue colors				
29	<b>Laminating Pouch Film</b>	2	box	181.50	363.00
	80mm x 110mm, Thickness, 125MIC, 100pcs per box				
30	<b>Notepad, stick on</b>	3	set	159.50	478.50
	est. 15mm x 50mm, rectangular, 1 set includes 5 pads/ 100 sheets per pad, assorted colors				
31	<b>Paper Photo</b>	20	pack	198.00	3,960.00
	A4 size Matte quality, waterproof, 20sheets per pack				
32	<b>Paper Specialty Board</b>	10	pack	55.00	550.00

	A4 size, Vellum finish, suitable for invitations, greetings cards, calling cards, color white 10 pcs per pack				
33	<b>Paper Special</b>	10	pack	71.50	715.00
	for calling cards, white color 10 pcs per pack				
34	<b>Paper Sticker</b>	10	pack	132.00	1,320.00
	for laserjet Printer, Matte 10 pcs per pack , color white				
35	<b>Tape Flag</b>	5	pack	85.80	429.00
	stick-on flags with the words" Sign here" est. 20 x 48mm				
36	<b>Glue, Fast Bonding</b>	3	pc	66.00	198.00
	Instant Adhesive est .3 grams				
	-X--X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>					<b>PhP67,207.03</b>

**GUIDELINES**

**A. Submission of Quotations**

1. The quotation should include the RFQ or the P.R. Number found above.
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation.
3. The quotations shall include the signature of the company's representatives.

**B. Eligibility Requirements**

As per GPPB Resolution No. 21-2017 amending the Annex H of the 2016 R-IRR of RA 9184, the following shall be submitted:

**For procurement of goods:**

1. PhilGEPS Certificate of Platinum Membership  
**Note:** If unavailable, submit the following:
  - a. PhilGEPS Registration Number
  - b. Mayor's Permit or BIR Certificate of Registration
2. Income/Business Tax Return

**Note:** Applicable only for ABCs above Php500,000.00

3. Omnibus Sworn Statement

**Note:** Applicable only for ABCs above Php50,000.00 and must be submitted upon post-qualification

**For procurement of infrastructure:**

1. The requirements for goods.
2. Valid PCAB License.

**For procurement of consulting services:**

1. The requirements for goods.
2. Valid PRC License or Curriculum Vitae.

**NOTE:** For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

**C. Terms and Conditions**

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid.
2. For all kinds of procurement, the bidder who passed the bid evaluation shall submit a duly notarized omnibus sworn statement, unless otherwise provided.
3. All transactions are subject to creditable withholding tax; and final Value Added Tax (VAT) or percentage tax per revenue regulation/s of the Bureau of Internal Revenue (BIR).

4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery.

5. The Advanced Science and Technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.