



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Sep-10-2018, 2:00 PM		
RFQ No.:	18-09-2098	Date:	September-05-2018
PR No.:	GAA-18-08-6519	Date:	August-23-2018

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 needed 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
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	DIWATA-2 shirts - Black shirt - Size: assorted sizes (S, M,L, XL, 2XL, 3XL) - Cloth material: Gildan Premium - Design to be provided by DOST-ASTI - Front print: one color artwork - Back print- full color design - mock-up with design should be provided before printing begins.	300	roll	300.00	90,000.00
2	DIWATA-2 Enamel Pins - Design to be provided by DOST-ASTI - silver plated, Cloisonne Hard Enamel, about 1.5 Inches tall, - individual numbering and 2 logos/text engraved at the back - Color: utilize panthone color chart - Stainless steel lock - supplier must provide sample finish product before mass production	100	pc	500.00	50,000.00
3	PHL Satellites Table Top Displays - Satellite table top decor with clock and wooden base - light weight - supplier must provide design and mock up before production - with box: inc. philippine cloth accent, text - see attached sample design and specifications - Delivery date: on or before October 05, 2018	50	pc	6000.00	300,000.00

4	2019 Calendars -200 pcs wall calendars, full color, back-to-back, 20 sheets (see attached sample layout) - 300 pcs A5 desk calendars with 2 pads post-it-notes, full color, back-to-back, approx 20 sheets (see attached sample layout) - with envelope (off-white/cream color); with printed ASTI address and space for intended recipient - design to be provided by end-user - a sample item should be provided to end-user for approval before production	1	lot	340000.00	340,000.00
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TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 780,000.00

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 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 Plantinum 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.

