



ASTI-FM 03-10  
REV 0/2 APR 2018


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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement:Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Dec-10-2018, 2:00 PM		
<b>RFQ No.:</b>	18-12-2272	<b>Date:</b>	December-06-2018
<b>PR No.:</b>	EPIIC P2-18-11-6954	<b>Date:</b>	November-22-2018

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**  
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>Supply and Delivery of One (1) lot Office Shelves and pedestal</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>* 8 units of 2-LAYER METAL SHELF WITH SLIDING GLASS DOOR: <ul style="list-style-type: none"> <li>• MATERIAL: Steel &amp; glass</li> <li>• DIMENSION: W90xD45xH74 cm</li> <li>• COLOR: Beige Powder coated</li> </ul> </li> <li>* 7 units of 2-LAYER METAL SHELF WITH SLIDING STEEL DOORS: <ul style="list-style-type: none"> <li>• MATERIAL: Steel</li> <li>• DIMENSION: W90xD45xH74 cm</li> <li>• COLOR: Beige Powder coated</li> </ul> </li> <li>* 9 units of MOBILE PEDESTAL (Office Furniture) <ul style="list-style-type: none"> <li>• MATERIAL: all metal construction with plastic molded top, nylon slide for all drawers, caster - 55mm, gauge - 0.9mm or gauge 20</li> <li>• DIMENSION: W40x56xH65 cm</li> <li>• COLOR: Beige or Light Gray</li> </ul> </li> </ul> <p>Inclusive of all taxes. Delivery Period: 30 days Must be delivered to EPDC Bldg., MIRDC Compound, Bicutan, Taguig City</p>	1	lot	166850.00	166,850.00
2	<p><b>Supply and Delivery of One (1) lot Standard Free Standing Table</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>* 7 units of Standard Free Standing Table with Dimensions of 120x70x74 cm (L x W x H) <ul style="list-style-type: none"> <li>• MATERIAL: 25mm Thk Laminated Worktop in Light</li> </ul> </li> </ul>	1	lot	125120.00	125,120.00

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101

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• Fax No.: +632 925-8598

	<p>Grey Powdercoated Beige Legs and Modesty Panel and Grommet Holes for Wire Management</p> <ul style="list-style-type: none"> <li>• DIMENSION: 120x70x75cm (WxDxH)</li> <li>• COLOR: Light Gray</li> </ul> <p>* 1 unit of Standard Free Standing Table with Dimensions of 180x70x74 cm (L x W x H)</p> <ul style="list-style-type: none"> <li>• MATERIAL: 25mm Thk Laminated Worktop in Light Grey Powdercoated Beige Legs and Modesty Panel and Grommet Holes for Wire Management</li> <li>• DIMENSION: 180x70x74cm (WxDxH)</li> <li>• COLOR: Light Gray</li> </ul> <p>* 1 unit of Standard Free Standing Table with Dimensions of 200x70x74 cm (L x W x H)</p> <ul style="list-style-type: none"> <li>• MATERIAL: 25mm Thk Laminated Worktop in Light Grey Powdercoated Beige Legs and Modesty Panel and Grommet Holes for Wire Management</li> <li>• DIMENSION: 200x70x75cm (WxDxH)</li> <li>• COLOR: Light Gray</li> </ul> <p>Inclusive of all taxes.  Delivery Period: 30 days  Must be delivered to EPDC Bldg., MIRDC Compound, Bicutan, Taguig City</p>				
3	<p><b>WORKBENCH TABLE</b></p> <ul style="list-style-type: none"> <li>• MATERIAL: Basic F-Frame Tech Bench with 4 Utility Drawers</li> <li>• DIMENSION: 150 x 80 x 77 cm</li> <li>• COLOR: Light Blue</li> </ul> <p>Inclusive of all taxes.  Delivery Period: 30 days  Must be delivered to EPDC Bldg., MIRDC Compound, Bicutan, Taguig City</p>	2	unit	20000.00	40,000.00
4	<p><b>Supply and Delivery of One (1) lot Office and Staff Chairs</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>* 9 units of Office Chair</li> <li>• MATERIAL: hi-back, upholstered in US fabric, teflon coated, dust and stain resistant, foam padded, adjustable height Gaslift mech., five-prong nylon base with casters</li> <li>• DIMENSION: 62x106x47.5cm</li> <li>• COLOR: BLUE</li> <li>* 2 units of Staff Chair (Teller's Chair)</li> <li>• MATERIAL: Staff Chair w/ footring, with Pp arms, seat &amp; back upholstered in US fabric, teflon coated, dust and stain resistant, foam padded, adjustable height Gaslift mech., with stainless steel footring, five-prong nylon base with casters/glides, *COLOR: Blue</li> <li>* 2 units of Staff Chair (Swivel Chair)</li> <li>• MATERIAL: Staff Chair w/o arms, seat &amp; back upholstered in US fabric, teflon coated, dust and stain resistant, foam padded, adjustable height Gaslift mech., five-prong nylon base with casters</li> <li>• DIMENSION: 45x82x42cm</li> <li>• COLOR: Maroon</li> </ul> <p>Inclusive of all taxes.  Delivery Period: 30 days  Must be delivered to EPDC Bldg., MIRDC Compound,</p>	1	lot	148340.00	148,340.00

**TOTAL APPROVED BUDGET FOR THE CONTRACT:****Php 480,310.00****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.