



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>	Jan-25-2019, 2:00 PM		
<b>RFQ No.:</b>	19-01-2294	<b>Date:</b>	January-21-2019
<b>PR No.:</b>	DATOS-19-01-7208	<b>Date:</b>	January-17-2019

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](mailto: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	<b>Press Kit: Personalized standard pocket folder</b> size: 9x 12 Glossy cardboard folder, with inside pockets on both fold, personalized design Offset printing Design to be provided by end-user Supplier must submit sample print for end-user approval Delivery terms: 1. 1st batch delivery before February 8, 2019, 50 to 100 pcs 2. 2nd batch delivery before February 12, 2019, for the remaining no. of items	250	pc	60.00	15,000.00
2	<b>Customized Stainless Steel Insulated Tumbler</b> 500 ml Outer layer: Matte black finish Design to be provided by end-user Supplier must submit sample print for end-user approval Delivery terms: 12 February 2019	200	pc	200.00	40,000.00
3	<b>Coffee Grounds</b> tokens for guest delivery date on 12 February 2019	30	pack	200.00	6,000.00

**TOTAL APPROVED BUDGET FOR THE CONTRACT: Php 61,000.00**

**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.