



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

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	Mar-12-2019, 2:00 PM		
RFQ No.:	19-02-2316	Date:	March-05-2019
PR No.:	GAA-18-11-6916	Date:	November-19-2018

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	ALCOHOL Ethyl, 68%-70%, scented, 500 ml min.	325	btl	44.00	14,300.00
2	NOTE PAD Stick on, 50mm x 76 mm (2"x3") min.	86	pad	32.22	2,770.92
3	NOTE PAD Stick on, 76mm x 100mm (3" x 4") min.	65	pad	56.06	3,643.90
4	NOTE PAD Stick on, 76mm x 76mm (3" x 3") min.	79	pad	41.50	3,278.50
5	PAPER, MULTIPURPOSE (COPY) A4, 70 gsm	5	ream	155.68	778.40
6	RECORD BOOK 300 pages, size: 214mm x 278 mm min.	5	book	70.72	353.60
7	TOILET TISSUE PAPER 2 plys sheets, 150 pulls	462	pack	85.80	39,639.60
8	BATTERY, DRY CELL AA, 2 pieces per blister pack	161	pack	19.73	3,176.53
9	BATTERY, DRY CELL AAA, 2 pieces per blister pack	269	pack	19.73	5,307.37
10	GLUE, ALL PURPOSE Gross weight: 200 grams min.	9	jar	49.40	444.60
11	STAPLE WIRE	14	box	20.05	280.70

	Standard, (26/6)				
12	TAPE, ELECTRICAL 18mm x 16M min.	30	roll	18.20	546.00
13	TAPE, TRANSPARENT Width: 24 mm (+/-1mm)	69	roll	9.10	627.90
14	TAPE, TRANSPARENT Width: 48 mm (+/-1mm)	6	roll	18.20	109.20
15	CLEANER, TOILET BOWL AND URINAL 900ml-1000ml cap	2	btl	41.60	83.20
16	DISINFECTANT SPRAY Aerosol type, 400-550 grams	23	can	122.98	2,828.54
17	RAGS All cotton, 32 piece per kilogram min.	41	bundle	53.82	2,206.62
18	DVD REWRITABLE Speed: 4x min., 4.7GB capacity min.	2	pc	21.79	43.58
19	EXTERNAL HARD DRIVE 1TB, 2.5" HDD, USB 3.0	3	pc	2724.80	8,174.40
20	CLIP, BACKFOLD All metal, clamping: 19mm (-1mm)	133	box	8.79	1,169.07
21	CLIP, BACKFOLD All metal, clamping: 32mm (-1mm)	16	box	20.55	328.80
22	CLIP, BACKFOLD All metal, clamping: 50mm (-1mm)	44	box	46.26	2,035.44
23	DATA FILE BOX Made of chipboard, with closed ends	35	pc	77.20	2,702.00
24	DATA FOLDER Made of chipboard, taglia lock	489	pc	68.64	33,564.96
25	ENVELOPE, DOCUMENTARY For A4 size document	22	box	408.14	8,979.08
26	ENVELOPE, DOCUMENTARY For legal size document	22	box	518.08	11,397.76
27	ENVELOPE, EXPANDING, KRAFTBOARD For legal size document	2	box	738.40	1,476.80
28	ENVELOPE, MAILING White, 80gsm (-5%)	2	box	362.44	724.88
29	FASTENER, METAL 70mm between prongs	1	box	83.67	83.67
30	FOLDER, FANCY For legal size documents	1	bundle	325.51	325.51
31	FOLDER, PRESSBOARD Size: 240mm x 370mm (-5mm)	1	box	954.72	954.72

32	INDEX TAB Self-adhesive, transparent	6	box	53.14	318.84
33	MARKER, WHITEBOARD Blue, felt tip, bullet type	27	pc	11.86	320.22
34	MARKER, PERMANENT Bullet type, black	10	pc	9.65	96.50
35	MARKER, PERMANENT Bullet type, blue	12	pc	9.65	115.80
36	PENCIL Lead, with eraser, wood cased, hardness: HB	31	box	20.79	644.49
37	CUTTER BLADE For heavy duty cutter	2	pc	11.77	23.54
38	DATING AND STAMPING MACHINE Heavy duty	3	pc	478.38	1,435.14
39	PENCIL SHARPENER Manual, single cutter head	1	pc	193.32	193.32
40	SCISSORS Symmetrical, blade length: 65mm min.	19	pair	15.60	296.40
41	STAPLER, STANDARD TYPE Load cap: 200 staples min.	15	pc	82.16	1,232.40
42	CALCULATOR Compact, 12 digits	9	unit	135.20	1,216.80
43	PAPER SHREDDER Cutting width: 3mm-4mm (entry level)	1	unit	5699.20	5,699.20
44	PHILIPPINE NATIONAL FLAG 100% Polyester	2	pc	319.28	638.56
45	HANDBOOK (RA 9184) 7th edition	3	book	46.28	138.84
46	CLEARBOOK 20 transparent pockets, for legal size	42	pc	42.38	1,779.96
47	ERASER Plastic/Rubber, for pencil draft/writing	3	pc	4.42	13.26
48	SIGN PEN Black, liquid/gel ink, 0.5mm needle tip	6	pc	34.61	207.66
49	SIGN PEN Blue, liquid/gel ink, 0.5mm needle tip	518	pc	34.61	17,927.98
50	SIGN PEN Red, liquid/gel ink, 0.5mm needle tip	1	pc	34.61	34.61
TOTAL APPROVED BUDGET FOR THE CONTRACT:					Php 184,669.77
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.