



ASTI-FM 03-10
REV 2/13 MAR 2019

**DOST – ASTI BIDS and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Shopping (b)		
Deadline of Submission of Bids:	April 10, 2019		
RFQ No.:	19-02-2316(2)	Date:	April 03, 2019
PR No.:	GAA-18-11-6916 ; GAA-19-01-7220	Date:	Nov-19, 2018 & Jan-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 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	PAPER, PARCHMENT Size: 210 x 297mm, multipurpose	5	ream	101.92	509.60
7	RECORD BOOK 300 pages, size: 214mm x 278 mm min.	5	book	70.72	353.60
8	BATTERY, DRY CELL AA, 2 pieces per blister pack	161	pack	19.73	3,176.53
9	BATTERY, DRY CELL 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 For heavy duty staplers, (23/13)	13	box	20.68	268.84

12	STAPLE WIRE Standard, (26/6)	14	box	20.05	280.70
13	TAPE, ELECTRICAL 18mm x 16M min.	30	roll	18.20	546.00
14	TAPE, MASKING Width: 48mm (+/-1mm)	50	roll	106.60	5,330.00
15	TAPE, TRANSPARENT Width: 24 mm (+/-1mm)	69	roll	9.10	627.90
16	TAPE, TRANSPARENT Width: 48 mm (+/-1mm)	6	roll	18.20	109.20
17	CLEANER, TOILET BOWL AND URINAL 900ml-1000ml cap	2	btl	41.60	83.20
18	DISINFECTANT SPRAY Aerosol type, 400-550 grams	23	can	122.98	2,828.54
19	RAGS All cotton, 32 piece per kilogram min.	41	bundle	53.82	2,206.62
20	DVD REWRITABLE Speed: 4x min., 4.7GB capacity min.	2	pc	21.79	43.58
21	EXTERNAL HARD DRIVE 1TB, 2.5" HDD, USB 3.0	3	pc	2,724.80	8,175.40
22	FLASH DRIVE 16 GB capacity	13	pc	276.64	3,596.32
23	CLIP, BACKFOLD All metal, clamping: 19mm (-1mm)	133	box	8.79	1,169.07
24	CLIP, BACKFOLD All metal, clamping: 32mm (-1mm)	16	box	20.55	328.80
25	CLIP, BACKFOLD All metal, clamping: 50mm (-1mm)	44	box	46.26	2,035.44
26	DATA FILE BOX Made of chipboard, with closed ends	35	pc	77.20	2,702.00
27	DATA FOLDER Made of chipboard, taglia lock	489	pc	68.64	33,564.96
28	ENVELOPE, DOCUMENTARY For A4 size document	22	box	408.14	8,979.08
29	ENVELOPE, DOCUMENTARY For legal size document	22	box	518.08	11,397.76
30	ENVELOPE, MAILING White, 80gsm (-5%)	2	box	362.44	724.88
31	FASTENER, METAL 70mm between prongs	1	box	83.67	83.67
32	FILE ORGANIZER Expanding, plastic, 12 pockets	3	pc	86.72	260.16
33	FOLDER, FANCY For A4 size documents	1	bundle	291.19	291.19
34	FOLDER, FANCY For legal size documents	1	bundle	325.51	325.51
35	FOLDER, PRESSBOARD Size: 240mm x 370mm (-5mm)	1	box	954.72	954.72
36	INDEX TAB Self-adhesive, transparent	6	box	53.14	318.84
37	MARKER, PERMANENT Bullet type, black	10	pc	9.65	96.50
38	MARKER, PERMANENT Bullet type, blue	12	pc	9.65	115.80
39	PENCIL Lead, with eraser, wood cased, hardness: HB	31	box	20.79	644.49
40	CUTTER BLADE For heavy duty cutter	2	pc	11.77	23.54
41	DATING AND STAMPING MACHINE Heavy duty	3	pc	478.38	1,435.14

42	PENCIL SHARPENER Manual, single cutter head	1	pc	193.32	193.32
43	SCISSORS Symmetrical, blade length: 65mm min.	19	pair	15.60	296.40
44	STAPLER, STANDARD TYPE Load cap: 200 staples min.	15	pc	82.16	1,232.40
45	STAPLE REMOVER Plier type	6	pc	23.35	140.10
46	CALCULATOR Compact, 12 digits	9	unit	135.20	1,216.80
47	PAPER SHREDDER Cutting width: 3mm-4mm (entry level)	1	unit	5,699.20	5,699.20
48	PHILIPPINE NATIONAL FLAG 100% Polyester	2	pc	319.28	638.56
49	HANDBOOK (RA 9184) 7th edition	3	book	46.28	138.84
50	CLEARBOOK 20 transparent pockets, for A4 size	42	pc	42.38	1,779.96
51	ERASER Plastic/Rubber, for pencil draft/writing	3	pc	4.42	13.26
52	SIGN PEN Black, liquid/gel ink, 0.5mm needle tip	6	pc	34.61	207.66
53	SIGN PEN Blue, liquid/gel ink, 0.5mm needle tip	518	pc	34.61	17,927.98
54	SIGN PEN Red, liquid/gel ink, 0.5mm needle tip	1	pc	34.61	34.61
	FOR GAA-19-01-7220 (KMD)				
55	Card case A5 size Card case A5 size 216 mm x 148 mm (8 1/2 x 5 1/2) transparent	200	pc	38.50	7,700.00
56	Certificate Paper with Gold Stamp Certificate Paper with Gold Stamp A4 Size	100	pc	66	6,600
57	Double Sided Tape Double Sided Tape 1" size	12	roll	39.60	475.20
58	Duct Tape Gray Duct Tape Gray 50 mm x 50 mm	15	roll	250	3,750
59	Manila Paper Manila Paper 36 x 48 size or higher	20	pc	11	220
60	Note Pad, Stick On Note Pad, Stick On, est. 15 mm x 50 mm rectangular 1 set includes 5 pads / 100 sheets per pad assorted colors	3	set	159.50	478.50
61	Paper Photo Paper Photo Matte Premium Quality A4 size 20 per sheets per pack	10	pack	110.00	1,100.00
62	Paper, Specialty Board Paper, Specialty Board A4 size High Quality Vellum Finish board	10	pack	55.00	550.00

	plain paperboards suitable for calling cards, invitations, greeting cards, menu etc. Colors: White and Cream 10 pcs per pack				
63	Paper Sticker for laserjet printer Paper Sticker for laserjet printer A4 size Matte or Glossy 10 pcs per pack Neon Green and White Colors	30	pack	88.00	2,640.00
64	Gel Pen Gel Pen Green with good writing quality	3	pc	40.00	120.00
65	Ring binder Ring binder Plastic 25 mm assorted colors	10	pc	70.00	700.00
66	Tape Flags Tape Flags stick-on flags with the words "sign here" est 20 x 48 mm	5	pack	85.00	425.00
67	Cloth, Pranela, Cotton for cleaning tables Cloth, Pranela, Cotton for cleaning tables	2	yard	110.00	220.00
68	Glue, Fast Bonding, Super Strength, Instant Adhesive, 3 grams Glue, Fast Bonding, Super Strength, Instant Adhesive, 3 grams	3	tube	66.00	198.00

TOTAL APPROVED BUDGET FOR CONTRACT:

Php178,807.06

GUIDELINES

A. Submission of Quotations

1. Quotation/s shall include the Request for Quotation and/or the Purchase Request Number as state above;
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation/s; and
3. Quotation/s must be signed by the company's duly authorized representative

B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, as amended by Government Procurement Policy Board Resolution No. 21-2017 dated 30 May 2017, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

For Procurement of Goods

1. Upon submission of quotation

✓ PhilGEPS Platinum Membership Certificate including Annex "A". If not available, the following alternate documents may be submitted:

- PhilGEPS Registration Number
- Mayor's Permit

- For individuals/professionals engaged under Section 53.6, 53.7 and 53.9 of the 2016 IRR of RA No. 9184, only the Bureau of Internal Revenue (BIR) Certificate of Registration shall be submitted in lieu of the Mayor's Permit.

2. Upon Issuance of Notice of Award (NOA)

✓ Omnibus Sworn Statement

- Applicable only for bidders who have submitted their quotation on item/s with a total Approved Budget for the Contract (ABC) of above Php50,000.00.

✓ Income/Business Tax Return

- Applicable only for: a) bidders who have submitted their quotation on item/s with a total ABC of above Php500,000.00; and b) bidders for Lease of Real Property and Venue (except for government agencies as lessors).

For procurement of infrastructure:

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Philippine Contractors Accreditation Board License.

For procurement of consulting services:

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Professional Regulation Commission 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 upon issuance of NOA, 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.