



Republic of the Philippines  
Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



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

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

<b>Kind of Procurement Activity:</b>	Shopping		
<b>Deadline of Submission of Bids:</b>	Sep-04-2019, 2:00 PM		
<b>RFQ No.:</b>	19-08-2636	<b>Date:</b>	August-30-2019
<b>PR No.:</b>	GAA-19-08-8250	<b>Date:</b>	August-07-2019

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the item/s listed below. As such, suppliers, contractors, or distributors are invited to submit their quotation/s duly signed by authorized representative. Prospective bidder/s who will submit a proposal with the single/lowest calculated and responsive quotation shall be selected. Guidelines on the format and eligibility documents are listed at the box below the item/s to be procured.

Quotations may be sent via a) electronic mail at bac-sec@asti.dost.gov.ph, b) fax message, or c) delivering documents to the BAC Secretariat. For further inquiries, you may contact +63 2 249-8500 local 1206/1212 or +63 2 426-7423.

Thank you.

Respectfully,

  
**PEDRITO B. MANGAHAS**  
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>Wireless Mouse</b> - Rechargeable, sensing distance up to 8 meters, - 90% reduce click sound	1	unit	390.00	390.00
2	<b>Carbonless Paper</b> - 8.5 x 14 in size - Color: White or Blue	10	ream	440.00	4,400.00
3	<b>External Hard Drive</b> - 1 TB, 2.5"HDD, USB 3.0	5	pc	2998.00	14,990.00
4	<b>Multicopy Paper</b> - Color: Yellow - 80 gsm - 500 sheets per ream	3	ream	500.00	1,500.00
5	<b>Tape Cartridge</b> - TZe-221, 9mm - Black on White Tape	10	pc	645.00	6,450.00
6	<b>Tape Cartridge</b> - TZe-631, 12mm - Black on Yellow Tape	10	pc	745.00	7,450.00
7	<b>Stamp Pad Ink</b> - Color: Black	1	btl	30.00	30.00
8	<b>Clip Board</b>	8	pc	150.00	1,200.00

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

	<ul style="list-style-type: none"> <li>- Made of plywood / lawanit</li> <li>- Legal size</li> </ul>				
9	<b>Stamp Pad</b> <ul style="list-style-type: none"> <li>- Color: Blue</li> </ul>	3	pc	180.00	540.00
10	<b>Data File Folder</b> <ul style="list-style-type: none"> <li>- Made of chipboard, taglia lock</li> <li>- With lever arc file mechanism</li> <li>- Thickness: 2.5mm min dimension: 75mm x 230mm x 380mm</li> <li>- Outside is covered with leatherette paper, inside is covered with coated paper</li> <li>- Spine is made of PVC and provided with finger ring &amp; clear pocket labels</li> </ul>	100	pc	75.50	7,550.00
11	<b>File Tab Divider</b> <ul style="list-style-type: none"> <li>- Bristol Board</li> <li>- For legal size document</li> </ul>	100	set	20.00	2,000.00
12	<b>Flash Drive</b> <ul style="list-style-type: none"> <li>- 32GB capacity</li> <li>- USB 3.0 /2.0 compatibility</li> </ul>	6	pc	400.00	2,400.00
13	<b>Scissors</b> <ul style="list-style-type: none"> <li>- Rust resistant stainless-steel blades</li> <li>- Lightweight ergonomic black handles</li> <li>- For left- or right-hand use</li> <li>- Perfect for general home, office or school use</li> <li>- Size: 9"; Color: Black or Blue</li> </ul>	7	pc	100.00	700.00
14	<b>Label Marker</b> <ul style="list-style-type: none"> <li>- Can print 1-2 lines</li> <li>- Easy to read 15 read character display</li> <li>- Includes 12mm black on white 4m starter tape</li> </ul>	1	unit	2300.00	2,300.00
15	<b>Paper, Multicopy</b> <ul style="list-style-type: none"> <li>- A4, 80gsm</li> </ul>	40	ream	189.50	7,580.00
16	<b>Flash Drive</b> <ul style="list-style-type: none"> <li>- 16GB capacity</li> <li>- USB 3.0 /2.0 compatibility</li> </ul>	1	pc	300.00	300.00
17	<b>Calculator</b> <ul style="list-style-type: none"> <li>- Compact, 12 digits</li> </ul>	1	pc	150.00	150.00
18	<b>Stapler</b> <ul style="list-style-type: none"> <li>- Standard Type</li> <li>- Load cap: 200 staples min</li> </ul>	3	pc	100.00	300.00
19	<b>Scissors</b> <ul style="list-style-type: none"> <li>- Symmetrical</li> <li>- Blade length: 65mm min</li> </ul>	1	pc	20.00	20.00
20	<b>Dating &amp; Stamping Machine</b> <ul style="list-style-type: none"> <li>- Heavy Duty</li> <li>- Frame: Steel and plastic or sturdy all plastic frame</li> <li>- Ink Color: Black</li> <li>- With locking mechanism</li> <li>- Self-inking Stamp</li> <li>- With removable and refillable ink pad</li> </ul>	3	pc	330.00	990.00

21	<b>Customized Stamp Machine or equivalent (self-inking, black)</b> - Maximum of 3 lines - Maximum of 31 letters per line - Sample layout is in actual size - See attached layout	2	pc	800.00	1,600.00
22	<b>Received Stamp Machine</b> - Frame: Steel and plastic or sturdy all plastic frame - Ink Color: Black - With locking mechanism - With sel-inking stamp - With removable and refillable ink pad, single color Sample layout is in actual size - See attached layout	2	pc	300.00	600.00
23	<b>Stamp Machine for Inspector</b> - Frame: Steel and plastic or sturdy all plastic frame - Ink Color: Black - With locking mechanism - With sel-inking stamp - With removable and refillable ink pad, single color Sample layout is in actual size - See attached layout	1	pc	300.00	300.00

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 63,740.00**

**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 or percentage tax per revenue regulation/s of the 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; and
5. The DOST-ASTI 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.