



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

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

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Sep-02-2019, 2:00 PM		
RFQ No.:	19-08-2675	Date:	August-28-2019
PR No.:	ULAT-19-08-8364	Date:	August-22-2019

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>Office Chairs</b> - Midback chair with Chrome armrest - Leatherette seat and back - Accessories: Gas lift, star base, caster wheel - Color: Black - Warranty: 1 year - Delivery must be within one (1) month after awarding of the contract. - Delivery charge (if there's any) and other applicable charges (e.g. VAT) should be included in the final quotation.	4	unit	9000.00	36,000.00
2	<b>Office Tables</b> - Free standing table with Steel legs - Bullnose Edge Table top - Key-Lock Triple Side Drawer - Specifications (WDH): 120x70x75 cm - All-Metal Body - Color: Gray with Woodgrain Surface - With 1 year warranty - Delivery must be within one (1) month after awarding of the contract. - Delivery charge (if there's any) and other applicable charges (e.g. VAT) should be included in the final quotation.	4	unit	9000.00	36,000.00
3	<b>Mobile Pedestals</b> - Three-drawer mobile cabinet (2 small drawers and 1	6	unit	7000.00	42,000.00

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• Website: www.asti.dost.gov.ph • E-mail: info@asti.dost.gov.ph • Tel. No.s: +632 927-2541, +632 927-3502, +632 426-9759, +632 426-9760  
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	<ul style="list-style-type: none"> <li>- big drawer) with central locking system</li> <li>- Dimensions: 40.5Wx52x66 cm</li> <li>- Material: Cold-rolled steel plate with Wooden top</li> <li>- Accessories: Pencil tray and file divider</li> <li>- Color: Gray</li> <li>- With 1 year warranty</li> <li>- Delivery must be within one (1) month after awarding of the contract.</li> <li>- Delivery charge (if there's any) and other applicable charges (e.g. VAT) should be included in the final quotation.</li> </ul>				
4	<p><b>Office Table (charged under GRASPED)</b>  Dimensions: 120x60 cm  Item Material: Particle Board (Pb) Panels With Melamine Laminate &amp; With Pvc Edge Bonding  Legs &amp; Frames Are Steel Tube  Color:  <ul style="list-style-type: none"> <li>• Panels: Black</li> <li>• Metal: White</li> </ul> Notes:  Price inclusive of government fees, taxes and duties  Delivery: Item must be delivered to ASTI three weeks upon issuance of NTP  Warranty: at least one year</p>	1	unit	7000.00	7,000.00
5	<p><b>Office Chair (charged under GRASPED)</b>  Dimensions: W59 x D57 x H99.5-109.5cm  Color: Seat &amp; back: Black  Base: Chrome  Item Material: Back rest: Metal frame inside with 30mm new foam, covered with pu faux leather.  Seat: 13mm thk. plywood with 50mm thk. new foam, covered with pu faux leather.  Arm: Chrome metal tube ,plywood &amp; foam covered with pu faux leather.  Gas lift: 100mm length black gas lift with polypropylene (pp) plastic cover  Star base: 300mm dia. chrome base.  Wheel caster: 50mm nylon wheel caster.</p> Notes: Price inclusive of government fees, taxes and duties Delivery: Item must be delivered to ASTI three weeks upon issuance of NTP Warranty: at least one year	1	pc	5000.00	5,000.00

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 126,000.00**

**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.