



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

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

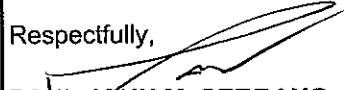
Kind of Procurement Activity: Negotiated Procurement:Small-value Procurement	
Deadline of Submission of Bids: Sep-09-2019, 2:00 PM	
RFQ No.: 19-08-2639	Date: September-04-2019
PR No.: GAA-19-07-8107	Date: July-10-2019

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,


PAUL JOHN M. SERRANO
Chairperson, BAC-2

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Plaques for Davao GRS Inauguration on October 2019</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Material: Crystal Plaque 2. Design: Engraved/ Printed - ASTI provided design 3. Size: 9 inches diameter <p>Delivery:</p> <ol style="list-style-type: none"> 1. Must be delivered to ASTI. 2. Items must be delivered 2 weeks after the final design or sample was approved <p>Fees:</p> <p>Price is inclusive of delivery fee, VAT, tax, and other government related fees</p>	15	pc	2500.00	37,500.00
2	<p>Inaugural Brass Marker for Davao GRS Inauguration on October 2019</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1. Material: Brass . 2. Design: engraved/printed- ASTI Provided design 3. Size: 18 inches by 30 inches <p>Delivery:</p> <ol style="list-style-type: none"> 1. Must be delivered to ASTI. 2. Items must be delivered 2 weeks after the final design or sample was approved 	1	pc	30000.00	30,000.00

	Fees: Price is inclusive of delivery fee, VAT, tax, and other government related fees				
3	Notebooks 1. Material - Hardbound cover with garter strap 2. Design - colored embossed print on one side- ASTI provided layout 3. Dimensions- 8.3 x 5.5 inches Delivery: 1. Must be delivered to ASTI. 2. Items must be delivered 3 weeks after the final design or sample was approved Fees: Price is inclusive of delivery fee, VAT, tax, and other government related fees	200	pc	300.00	60,000.00

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 127,500.00

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.

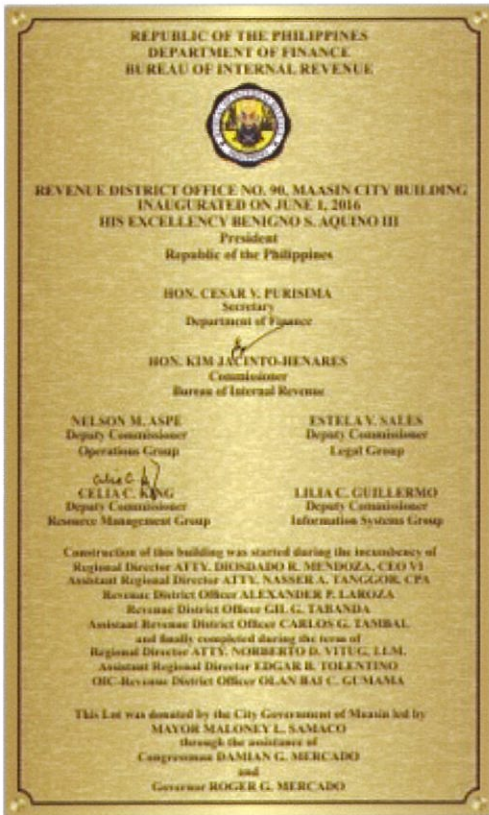


Note:

1. Sample photos are from the internet. (These are just possible shapes of the plaque).
2. Engrave the outline of the antenna on the plaque. Text must still be visible.



Sample for Item number 1 (Plaques)



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



PEDRO TEAM 2016-2019, DOST-ASTI

Davao Ground Receiving Station (PEDRO Center, DOST-ASTI)

Established under the administration of:

Hon. RODRIGO R. DUTERTE
 President

Hon. FORTUNATO T. DE LA PEÑA
 DOST-Secretary

JOEL JOSEPH S. MARCIANO, JR.
 Acting Director, DOST-ASTI

CAPTAIN JIM SYDIONGCO
 Director General, CAAP

DR. ANTHONY C. SALES, CESO III
 Director, DOST XI

PERSONNEL
 CAAP XI

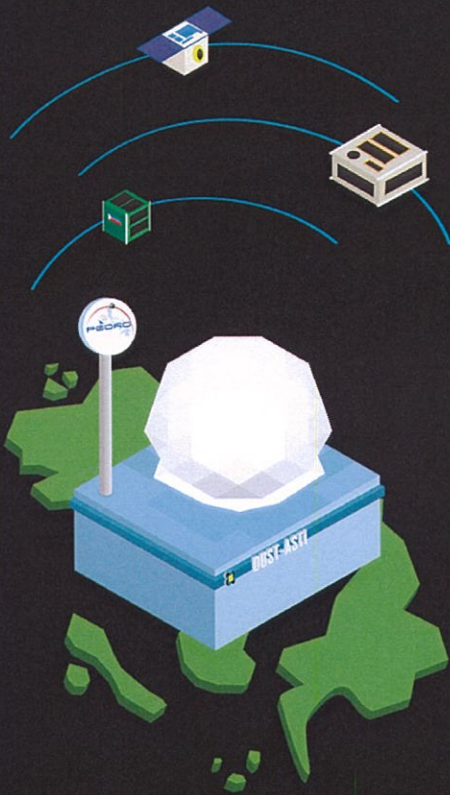
The DOST- ASTI, through the Philippine Earth Data Resource and Observation (PEDRO) Center established the Davao Ground Receiving Station to expand its capacity to receive earth surface information for disaster risk reduction, environmental monitoring, maritime surveillance, and urban mapping. Through this infrastructure, DOST-ASTI aims to further modernize and strengthen scientific research and development initiatives towards inclusive innovation.

Note:

1. Sample photo is from the internet. This is just an example of the material.
2. Logos must be colored.
3. The end-user will provide the text which should be engraved or printed on the marker

October 18, 2019
 Date Inaugurated

Sample for Item number 2 (Inaugural marker)



PEDRO



**THE PHILIPPINE EARTH
DATA RESOURCE AND
OBSERVATION CENTER**

Sample for Item number 4 (notebooks)