



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-17-2019, 2:00 PM		
RFQ No.:	19-09-2702	Date:	September-13-2019
PR No.:	GAA-19-09-8456	Date:	September-04-2019

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	<p>Customized Jackets for Technology Licensing Office</p> <ul style="list-style-type: none"> • Outer Shell/main body textile: Double Ripstop 2L 100% Nylon • Lining: Matte Face Windbreaker 2L, 100% Polyester • Smooth Insulation/inner lining: 100% Polyester/silk/satin/pongee or equivalent type of cloth • Water and wind proof or resistant • Abrasion resistant chin guard and inside collar • Inside durable zippered/hidden plastic zipper chest pocket (left) • Durable plastic zippered hand pockets with storm flap • Adjustable cuff tabs (hidden velcro or buttons) • Modern Classic Fit (Unisex Fit) • Stretchable Drawcord adjustable hem • With Detachable and foldable hood (hidden velcro and hood) • Color: Matte Dark Blue or any counterpart color (blackish blue, midnight blue, dark blue, navy blue, other shades of dark color similar to dark blue) with side hand pockets with zipper • Printing: Direct embroidery on left chest and back - Refer to end-user specifications and drawings attached • With customized carrying pouch (with zipper and handle) for the jacket • VAT, Delivery fees, and all applicable taxes and 	120	pc	2000.00	240,000.00

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101
 • 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
 • Fax No.: +632 925-8598

extra charges inclusive

- Sample textile swatches 2-3 days after deadline of quotation submission.
- Submit customized sample jacket similar to the design provided by ASTI in the drawings (with similar approved swatches/cloth, that shows sample craftsmanship with sample corporate embroidery) together with the quotations for post-qualification purposes.
- Final number of sizes and type (Small, Medium, Large, XL, etc.) to be advised by the end-user after approval of design and Notice to Proceed (minimum of 60 and maximum of 120 pcs in total).
- Final Design to be confirmed upon approval of customized sample and after post-qualification. - Delivery terms: 2-3 weeks after approval of production sample
- Progressive payment applicable, 50% down payment upon partial delivery (at least 50% quantity), final payment upon complete delivery and issuance of final billing statement.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 240,000.00

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.