



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

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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement:Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Sep-30-2019, 2:00 PM		
<b>RFQ No.:</b>	19-09-2758	<b>Date:</b>	September-25-2019
<b>PR No.:</b>	GAA-19-09-8661	<b>Date:</b>	September-19-2019

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>Notepad</b> 1. Quantity: 1,875 copies. 2. Number of sheets per copy: 40 sheets. 3. Dimension: A5 size 148.5 mm x 210 mm (5.85 inches x 8.27 inches). 4. Material: 120 GSM ivory brushed vellum paper or similar. 5. Full color print one side. 6. Process: Offset. 7. Binding: Stapled / Glued. 8. Easy tear: Microperforated pages for easy sheet removal. 9. Chipboard backing: at least 1.15mm thickness. 10. Design, Production and Delivery 10.1. Design to be provided by DOST-ASTI. 10.2. Proofs to be provided by External Provider based on DOST-ASTI design. 10.3. Full production to commence upon final approval of proofs by DOST-ASTI. 10.4. Delivery within 10 calendar days upon final approval of proofs.	1875	copy	48.00	90,000.00
2	<b>Envelope with Window (No. 10)</b> 1. Quantity: 1,000 copies. 2. No. 10 size envelope with glassine (translucent plastic) window. 3. Open side envelope with square flap and seal adhesive.	1000	copy	11.00	11,000.00

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

	<p>4. Dimension: 104.775 mm Height x 241.3 mm Width (4.125 inches Height x 9.5 inches Width).</p> <p>5. Material: Book paper 70.</p> <p>6. Full color print outer side.</p> <p>7. Process: Offset.</p> <p>8. Design, Production and Delivery</p> <p>8.1. Design to be provided by DOST-ASTI.</p> <p>8.2. Proofs to be provided by External Provider based on DOST-ASTI design.</p> <p>8.3. Full production to commence upon final approval of proofs by DOST-ASTI.</p> <p>8.4. Delivery within 10 calendar days upon final approval of proofs.</p>				
3.	<p><b>Envelope Catalogue Open End</b></p> <p>1. Quantity: 1,000 copies.</p> <p>2. Open end envelope with square flap and seal adhesive.</p> <p>3. Dimension: 285.75 mm Height x 222.25 mm Width (11.25 inches Height x 8.75 inches Width).</p> <p>4. Material: Book paper 80.</p> <p>5. Full color print outer side.</p> <p>6. Process: Offset.</p> <p>7. Design, Production and Delivery</p> <p>7.1. Design to be provided by DOST-ASTI.</p> <p>7.2. Proofs to be provided by External Provider based on DOST-ASTI design.</p> <p>7.3. Full production to commence upon final approval of proofs by DOST-ASTI.</p> <p>7.4. Delivery within 10 calendar days upon final approval of proofs.</p>	1000	copy	18.00	18,000.00
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>					<b>Php 119,000.00</b>

#### 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.