



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

Kind of Procurement Activity: Negotiated Procurement:Small-value Procurement	
Deadline of Submission of Bids: Oct-18-2019, 2:00 PM	
RFQ No.: 19-10-2885	Date: October-14-2019
PR No.: OPTIMIZATN-19-09-8713	Date: September-20-2019

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. MANGANAS
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Polo Shirts Fabric: Cotton Color and Layout: Refer to the design by the end-user Design: embroidery (4-5 logos, and 3-5 liner of chest and back texts) Sizes: Various sizes (XXXL, XXL, XL, L, M, S, XS)</p> <p>Notes: 1. Government payment terms 2. Supplier must provide sample material (subject to end-user approval) five (5) calendar days upon issuance of NTP. 3. Upon approval of sample material, prototype shall be provided and approved by the end-user before mass production 4. Up to 3 revisions of prototype 5. End-user shall provide final size distribution 6. Price is inclusive of delivery charges, government taxes, and duties 7. Per item packaging in clean, clear individual plastic 8. Delivery date: 20 calendar days upon approval of prototype and provision of polo sizes</p>	90	pc	650.00	58,500.00
2	<p>Jackets - Customized soft shell/windbreaker type jacket - Outer and inner material are water repellent - Zip closure with storm collar - Sleeve cuffs: 2-3 button cuffs</p>	90	pc	2200.00	198,000.00

- Pockets: Hand Pockets
- Special Feature: Inside Pockets
- Stretchable Drawcord adjustable hem
- With Detachable and foldable hood (hidden velcro and hood)
- Material: polyester and spandex combination
- Printing: Direct digital embroidery (3-5 logos, and 3-5 liner of chest and back texts)
- Sizes: Various sizes (XXXL, XXL, XL, L, M, S, XS)
- Design and color: refer to end-user specifications and drawings attached.

Notes:

1. Government payment terms
2. Supplier must provide sample material (subject to end-user approval) five (5) calendar days upon issuance of NTP.
3. Upon approval of sample material, prototype shall be provided and approved by the end-user before mass production
4. Up to 3 revisions of prototype
5. End-user shall provide final size distribution
6. Price is inclusive of delivery charges, government taxes, and duties
7. Per item packaging in clean, clear individual plastic
8. Delivery date: 20 calendar days upon approval of prototype and provision of polo sizes

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 256,500.00

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.