



Republic of the Philippines  
Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



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>	Oct-18-2019, 2:00 PM		
<b>RFQ No.:</b>	19-10-2893	<b>Date:</b>	October-14-2019
<b>PR No.:</b>	GAA-19-10-8985	<b>Date:</b>	October-11-2019

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><b>Printing and Publication of the 2018 Annual Report</b></p> <p>1. Quantity: 500 copies.</p> <p>2. External Provider will be responsible for the Pre-Production Preparation, Printing, and Delivery of the Annual Report (hereinafter, the Publication) according to the following specifications:</p> <p>2.1. Page Size: A4 size, 210mm x 297mm (8.27 inches x 11.69 inches).</p> <p>2.2. Inside Pages: Full color C2S 80 (coated 2 sides).</p> <p>2.3. Cover: Full Color C2S 220 (coated 2 sides) with Spot UV Coating.</p> <p>2.4. No. of Pages: maximum of 100 pages including cover.</p> <p>2.5. Process: Offset.</p> <p>2.6. Binding: Perfect Binding.</p> <p>2.7. Color separation included.</p> <p>3. Proofing.</p> <p>3.1. During the proofing stage the proofs should be delivered to DOST-ASTI within two (2) working days after the External Provider has received the revisions.</p> <p>3.2. Maximum of two (2) revisions with FULL COLOR FULL SIZE CTP (Computer to Plate) PROOFS PER REVISION.</p> <p>3.3. Color proofs should as much as possible use the specified paper to be used for production.</p> <p>4. Delivery.</p>	500	copy	400.00	200,000.00

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>4.1. Delivery and acceptance of the Publication 15 CALENDAR DAYS upon approval of final proof.</p> <p>4.2. Partial deliveries are allowed contingent on prior approval or instruction by DOST-ASTI.</p> <p>4.3. External Provider is responsible as to the quality of the printing and/or binding of the Publication. Any and all defective copies will be replaced by the External Provider at no additional charge within 5 CALENDAR DAYS.</p> <p>5. Others.</p> <p>5.1. If any design services are included all copyrights of photographs, illustrations, and other artwork relating to the design of the Publication will be assigned and/or transferred royalty free and in perpetuity to DOST-ASTI.</p> <p>5.2. External Provider undertakes that it will not violate and/or infringe on any third-party intellectual property rights.</p>				
2	<p><b>Re-Issue Printing and Publication of DOST-ASTI Newsletter (ang Surian Vol. 1 Issue 1)</b></p> <p>1. Quantity: 1,000 copies.</p> <p>2. External Provider will be responsible for the Pre-Production Preparation, Printing, and Delivery of the "ang Surian" Vol. 1 Issue 1 Newsletter (hereinafter, the Publication) according to the following specifications:</p> <p>2.1. Page Size: 177.8mm x 254mm (7 inches x 10 inches).</p> <p>2.2. Inside Pages: Full color C2S 80 (coated 2 sides).</p> <p>2.3. Cover: Full Color C2S 220 (coated 2 sides) with Spot UV Coating.</p> <p>2.4. No. of Pages: 32 pages including cover.</p> <p>2.5. Process: Offset.</p> <p>2.6. Binding: Perfect Binding.</p> <p>2.7. Color separation included.</p> <p>3. Proofing.</p> <p>3.1. Separate proofing stage per Publication.</p> <p>3.2. During the proofing stage the proofs should be delivered to DOST-ASTI within two (2) working days after the External Provider has received the revisions.</p> <p>3.3. Maximum of two (2) revisions with FULL COLOR FULL SIZE CTP (Computer to Plate) PROOFS PER REVISION.</p> <p>3.4. Color proofs should as much as possible use the specified paper to be used for production.</p> <p>4. Delivery.</p> <p>4.1. Delivery and acceptance of the Publication 15 CALENDAR DAYS upon approval of final proof.</p> <p>4.2. Partial deliveries are allowed contingent on prior approval or instruction by DOST-ASTI.</p> <p>4.3. External Provider is responsible as to the quality of the printing and/or binding of the Publication. Any and all defective copies will be replaced by the External Provider at no additional charge within 5 CALENDAR DAYS.</p> <p>5. Others.</p>	1000	copy	200.00	200,000.00

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5.2. External Provider undertakes that it will not violate and/or infringe on any third-party intellectual property rights.

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 400,000.00**

**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.