



ASTI-FM 03-10
REV 3/13 January 2020

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

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Aug-26-2020, 2:00 PM		
RFQ No.:	20-08-3174	Date:	August-20-2020
PR No.:	GAA-20-03-9768	Date:	March-04-2020

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>OTG-USB with customized lanyard and gift box Capacity: 32 GB - Dual USB On-the-Go/Flash drive - Interface: micro-USB/USB 2.0/USB 3.0 - PC/Mac computer compatibility: Windows Vista®, 7, 8, 10, Mac OS X v10.6 and higher - backward-compatible with USB 2.0/USB 3.0 ports - with customized lanyard - with gift box - refer to the drawings/illustrations on the specifications DESIGN ON DUAL DRIVE DETAILS: -Body Frame: Zinc metal alloy frame -Front: Laser Engraved/Printed DOST-ASTI and TLO Logos on the center -Reverse: None -Please see illustration/drawings on the specifications GIFT BOX DETAILS -Color: Black or Charcoal Gray - Inside Box Dimensions: 4 ¼" x 6 ¼" x ⅞" - With foam insert for OTG-USB - Outside Box Dimensions: 4 ½" x 6 ½" x 1" - The lanyard and foam insert should fit inside the box -Texture: Box texture should be different from the print texture (for the DOST-ASTI logo to appear) -Print: Technology Licensing Office Logo with print DOST-ASTI Technology Licensing Office</p>	45	pc	800.00	36,000.00

	<p>-Please see illustration/drawings on the specifications LANYARD DETAILS</p> <ul style="list-style-type: none"> - Lanyard Material: Polyester - 1 inch width - 30 inches length - Lanyard Color: Navy Blue with customized - Print “Bridging Technology and People” and “DOST – ASTI TLO” with customized design and ASTI logo left nape. TLO Logo on the attached trigger clip. - Attached Trigger Clip for ID with Mobile Phone Strap / Cellphone Loop which will be used to attach the OTG-USB <p>- Please see illustration/drawings on the specifications</p> <p>- OTHER TERMS AND CONDITIONS</p> <ul style="list-style-type: none"> - Submission of Sample should be provided by the supplier during Post Qualification - Sample should be approved by the end-user during Post Qualification - DELIVERY TERMS : 45 days upon issuance of NTP - PAYMENT TERMS : Send billing arrangement upon completion of delivery of items - Inclusive of Delivery, Service and other applicable fees - Warranty: 6 months - 1 year from the date of acceptance of the item - VAT inclusive 				
2	<p>Customized Insulated Tumbler</p> <ul style="list-style-type: none"> - 500 ml Customized Stainless-Steel Insulated Tumbler with handle - Outer Layer Color: Matte Blue - Details: ASTI and TLO Logos on the center - Insulation eliminates condensation and keeps beverages cold up to 24 hours or hot up to 12 hours - Durable 18/8 Pro-Grade Stainless Steel construction - BPA-Free and Phthalate-Free - Spill Proof - Design to be provided by the end-user - Please see illustration/drawings on the specifications - With packaging box <p>OTHER TERMS AND CONDITIONS</p> <ul style="list-style-type: none"> - Submission of Sample should be provided by the supplier during Post Qualification - Sample should be approved by the end-user during Post Qualification - DELIVERY TERMS – 45 days upon issuance of NTP - PAYMENT TERMS – Send billing arrangement upon completion of delivery of items - Price quote inclusive of VAT, delivery, handling, shipping, packaging and other applicable fees and charges 	50	pc	700.00	35,000.00
TOTAL APPROVED BUDGET FOR THE CONTRACT:					Php 71,000.00

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.