



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:	Oct-16-2020, 2:00 PM		
RFQ No.:	20-10-3246	Date:	October-12-2020
PR No.:	GAA-20-07-10097	Date:	July-22-2020

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,


REYNALDO JOSEPH A. CALLAO JR.
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Car Shampoo 1.8L - 1.8L - safe for all car finishes - won't strip existing wax applied - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP	12	btl	355.00	4,260.00
2	Car Air Freshener - Can be easily attached to air vents of car to spread the pleasing fragrance - Actively freshens & neutralizes unwanted car odors - Provides fresh & clean scent - Fragrances: Sky Breeze, Citrus, Lavender Comfort, NZ Springs, Vanilla Bliss - 2ml of concentrated fragrance lasts up to 30 days - Simply clip on to the car's air vents - Genuinely eliminates odor's in the air rather than simply masking them - Leaves a light scent - Discrete and easy to use - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP	48	pc	243.00	11,664.00
3	Tire Black	12	pc	311.00	3,732.00

	<ul style="list-style-type: none"> - Non-greasy shine formula. - Conditions tire against aging. - Deep black finish. - 250 ml per bottle - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP 				
4	Micro Fiber cloth <ul style="list-style-type: none"> - Color: Yellow - Material: Synthetic Chamois - Ideal for car and household cleaning - Water absorbency makes it good for other uses - Easily retains oil making it good for wiping fingerprints from polished metallic surface. - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP 	12	pc	460.00	5,520.00
5	Wiper Blade for Toyota Innova <ul style="list-style-type: none"> - Compatible to Toyota Innova 2010 Model - Driver side: 21 inches - Passenger side: 19 inches - Rear side: 12 inches - Banana Blade - Hook type - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP 	2	pc	971.00	1,942.00
6	Wiper Blade for Nissan Urvan <ul style="list-style-type: none"> -Compatible with Nissan Urvan NV350 2017 and 2018 models - Banana Blade - Driver side Size: 22 inches - Passenger side: 16 inches - Hook Type - Inclusive of taxes and other chargers -Delivery term: Ten (10) calendar days upon issuance of NTP 	4	pc	1447.00	5,788.00
7	Wiper Blade for Ford Eco Sport <ul style="list-style-type: none"> - Compatible with Ford Eco Sport 2018 Model - Driver side: 22 inches - Passenger side: 16 inches - Rear side: 12 inches - Banana Blade - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP 	2	pc	2597.00	5,194.00
8	Exhaust Fan <ul style="list-style-type: none"> - Ceiling mounted - 12 Inches Plastic blade - With shutters - With thermal fuse protection - 340mm x 340mm dimension - Wattage: 55W - Air delivery: 636 cu.ft./min. - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance 	2	pc	1613.00	3,226.00

	of NTP				
9	Electric Mosquito killer - Material: Plastic - Size:64X13X30 - 220VAC - Employs dual 10watts semi blacklight tube to attract the flying insects - No harmful pesticides and no harmful radiation - Effective up to 40 Square meters area - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP	2	unit	1649.00	3,298.00
10	Toilet Bowl Seat Cover - Universal fit - Elegant design - Easy lift and clean - Easy installation - 410mm x 360mm seat - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP	5	pc	1608.00	8,040.00
11	LED Bulb 30 watts - Input Voltage: AC85-265V - Lamp Luminous Flux(lm): 2700 - Working Temperature(°C): -20 – 40 - Working Lifetime(Hour): 50000 - Base Type: E27/B22 - Item Type: Bulb Lights - Heat sink material: Aluminum - 30 watts - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP	10	pc	605.00	6,050.00
12	LED Flood Light - 40W LED Bulb - Slim and lightweight design - Weather proof - 3600 lumen brightness - 20,000 Hrs. life span - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP	10	pc	2337.00	23,370.00
13	Acid Rain and watermark remover 500ml - Acid rain marked house/car/RV windows. - With protective properties to make your glass and aluminum parts clean and shiny after application. - With hydrophobic properties to sheet water off from your glass. - 500ml per bottle - Inclusive of taxes and other chargers - Delivery term: Ten (10) calendar days upon issuance of NTP	8	pc	888.00	7,104.00
TOTAL APPROVED BUDGET FOR THE CONTRACT:					Php 89,188.00

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.