



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

<b>Kind of Procurement Activity:</b>	Shopping		
<b>Deadline of Submission of Bids:</b>	Oct-09-2020, 2:00 PM		
<b>RFQ No.:</b>	20-09-3220	<b>Date:</b>	October-05-2020
<b>PR No.:</b>	GAA-20-08-10174	<b>Date:</b>	August-12-2020

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	<b>Blue Ballpen</b> Smooth ink flow Non smudging Superior writing Easy to use Super fluid, easy drain	140	pc	12.00	1,680.00
2	<b>Red Ballpen</b> Smooth ink flow Non smudging Superior writing Easy to use Super fluid, easy drain	10	pc	12.00	120.00
3	<b>Double sided tape</b> size 1"	13	roll	33.00	429.00
4	<b>Duct Tape</b> size: 2" color gray	10	roll	220.00	2,200.00
5	<b>Stick on note pad</b> est. 15mmx50mm rectangular 1 set includes 5 pads/100 sheets per pad assorted colors	12	set	159.50	1,914.00

6	<b>Sticky note</b> 12 notes per pad 47.6mm x 47.6mm	30	pad	80.00	2,400.00
7	<b>Photo Paper</b> Glossy premium quality A4 size 4800dpi 240 gsm waterproof 20 sheets per pack	30	pack	200.00	6,000.00
8	<b>Acrylic Plastic Clipboard</b> long, black	3	pc	60.00	180.00
9	<b>Whiteboard markers</b> Assorted neon colors 12 pcs per pack Ink pen for Window Menu LED Writing Board Round head	5	pack	1000.00	5,000.00
10	<b>Hard Drive</b> 9.5mm SATA HDD SSD Hard Drive Caddy Bay	2	pc	540.00	1,080.00
11	<b>Heavy Duty Shredder</b> Paper shredder, heavy duty, 100% Jam proof system eliminate paper jams and power through tough jobs 1 year warranty	1	unit	7000.00	7,000.00
12	<b>Office Paper Shredder</b> heavy duty, 100% Jam Proof System eliminate paper jams and powers through tough jobs with 1 year warranty - Shreds up to 8 sheets (70gsm) per pass into 6mm strips - security level P-2 Shreds non-stop for up to 3 minutes 15 litre waste bin	1	unit	6000.00	6,000.00
13	<b>Glue</b> Fast bonding, super strength instant adhesive 3 gms	17	pc	72.00	1,224.00
14	<b>Tape Cartridge</b> Labeller tape 12mm laminated black on yellow tape	18	pc	820.00	14,760.00
15	<b>Certificate Holder</b> Size A4, made of plastic materials, Color Royal Blue	60	pc	71.50	4,290.00
16	<b>Manila Paper</b> 10 sheets per pack	10	pack	39.60	396.00
17	<b>Ballpen for Desktop with Coil Cord</b> 24 g, blue ink only	20	pc	24.68	493.60
18	<b>Refill ink pads for stamps</b> 4912 self inking stamps	4	pc	200.00	800.00
19	<b>Folder, Report Cover</b>	100	pc	34.10	3,410.00

	A4 size, Acetate cover, cardboard back cover, expandable with fastener, Green and Blue colors				
20	<b>Laminating Pouch Film</b> 216mm x 303mm (A4), Thickness 125MIC, transparent, laminated materials 20 pcs per pack	1	pack	720.00	720.00
21	<b>Laminating Pouch Film</b> 80 mm x 110 mm, Thickness 125MIC, 100 pcs per box	2	box	181.50	363.00
22	<b>Specialty Board Paper</b> A4 Size; high quality Vellum finish board; plain paperboards suitable for calling cards, invitations, greeting cards, menu etc.; colors: cream only; 10 pieces per pack	20	pack	143.00	2,860.00
23	<b>Acrylic Stand</b> A4 Size, Angled, Vertical	2	pc	313.50	627.00
24	<b>Sticker Paper</b> for Laserjet Printer, A4 Size, Matte or glossy, 20 pieces per pack, Neon Green (10 packs) and White Colors (10 packs)	20	pack	143.00	2,860.00
25	<b>Tape Flags</b> stick-on flags with the words "sign here" est. 20 x 48 mm	10	pack	165.00	1,650.00
26	<b>Dishwashing Soap</b> 500 ml per bottle	50	btl	99.00	4,950.00
27	<b>Liquid Hand Soap</b> 500 ml per bottle	30	btl	203.50	6,105.00
28	<b>Pranella Rags</b> all cotton, per yard	2	yard	110.00	220.00
29	<b>Overhead Projector Transparency Film</b> super fax, for plain paper copier, A4 Size, 0.1 thickness, 100 sheets/pack	2	box	343.20	686.40
30	<b>Binder Machine</b> Heavy Duty Comb Binding Machine, Classification: Manual Punching Machine	1	unit	14990.00	14,990.00
31	<b>PVC Card Cutter Round Corner Punch</b> All heavy duty metal, hardened steel cutting die and die-cast steel base, Long Arm of Force Power-saving handle, standard size, 2 1/8 x 3 3/8 with rounded corners, max cutting capacity up to 0.8 mm, perfect for calling cards	1	pc	3000.00	3,000.00
32	<b>Digital Laminating Machine</b> Heavy duty	1	unit	5000.00	5,000.00
33	<b>Labeller Machine</b> "Keyboard layout QWERTY Display - LCD 96 x 16 dots	1	unit	3000.00	3,000.00

	<p>Display - Display (input data)  16 digits x 2 lines  Usable tapes: 6mm, 9mm and 12mm  Printing resolution: 200 dpi/96 dots  Unit of length switching : cm/inches  Printing speed (mm/sec.) : 6,0  Maximum printing height (mm) : 12  Maximum printing lines : 2  Print job memories: 80 characters x 2  Auto power off: Yes  Battery: 2 x AA Batteries  Approximate battery life : Continuous printing (4 tape cartridges)  Bundled tape cartridge: 12mm x 1  Warranty Period: 1 year "</p>				
34	<p><b>Scientific Calculator</b>  capacity: 10+2 digits, dot matrix, pocket size with case,  1 unit in individual box</p>	2	unit	350.00	700.00
35	<p><b>Multiple Outlet Power Strip with USB</b>  Outlet Quantity:4AC plugs + 4USB outlets; Materials  Fire resistant PC shell, PVC copper wire; Cord Length  5 feet</p>	4	pc	1650.00	6,600.00
36	<p><b>Flastic fastener</b>  7cm 50 pcs per box.  Color: Assorted.</p>	2	box	40.00	80.00
37	<p><b>Sticky Note Sign Here</b>  3M or equivalent</p>	1	pad	300.00	300.00
38	<p><b>Label Printer</b>  "Print Resolution: 300 dpi  Cutter Type: Auto (Full)  Max. Roll Width: 62mm  Connectivity: USB, WIFI and/or Airprint (optional)  Compatibility: Windows and Mac  Print Speed (mm/sec): at least 148  Connection Port: USB  Plug Type: Any  Adapter: Yes  Thermal Printing: Yes  Batteries: Optional  Other inclusion/s:  built-in label design software"</p>	1	unit	14900.00	14,900.00
39	<p><b>Label Printer Tape</b>  62mm W, 30.48 L  continuous rolls  must be compatible with Label Printer"</p>	3	roll	2300.00	6,900.00
40	<p><b>Tape Cartridge</b>  Tze-221, 9mm, Black on White Tape</p>	16	pc	645.00	10,320.00
41	<p><b>Special Paper, Blue</b>  A4 size</p>	12	ream	450.00	5,400.00
42	<p><b>Special Paper, Pink</b>  A4 size</p>	4	ream	450.00	1,800.00

43	<b>Multicolor Paper, Yellow</b> Legal size	8	ream	500.00	4,000.00
44	<b>AA Rechargeable Batteries</b> 8 pcs per pack, with charger	1	pack	2150.72	2,150.72
45	<b>LED lights Bulb</b> 13 watts	15	pc	250.00	3,750.00
46	<b>Paper Trimmer Line Cutter</b> 320mm	1	pc	700.00	700.00
47	<b>Universal Outlet extension cord</b> 5 gang with switch	5	pc	600.00	3,000.00
48	<b>Multi-tray</b> 6 layer, blue	3	pc	580.00	1,740.00
49	<b>Sign here stickers</b> Post-it Flag 680 Sign Here Yellow 25 x 43mm  Delivery Terms: 15 calendar days upon issuance of Notice to Proceed	24	pad	166.50	3,996.00

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 172,744.72**

### 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.