



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-09-2020, 2:00 PM		
RFQ No.:	20-10-3223	Date:	October-05-2020
PR No.:	GAA-20-09-10357	Date:	September-16-2020

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	Precision Screwdriver Set for computer repair Includes: 1. anti-slip magnetic handle 2. extension shaft 3. at least 90 screwdriver bits (with flat and Phillips of different sizes) 4. tweezers 5. triangle pry tool 6. plastic pry tool 7. case Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	2	set	1020.00	2,040.00
2	Precision Screwdriver for Macbook For repair of Macbook Air and Pro for P5 pentalobe screws magnetic Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	2	pc	150.00	300.00
3	USB to SATA Adapter Adapter for USB 3.0 male to 2.5 and 3.5 inch HDD and SSD with US plug (12V/2A) that can be used when	2	pc	644.00	1,288.00

	connecting 3.5-inch HDD for data transfer Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)				
4	Uninterruptible Power Supply (UPS) 1. Output Power Capacity: at least 650VA/375 Watts 2. Output Frequency: 50/60 Hz +/-1 Hz 3. Output Connections: at least four (4) Universal Receptacle 4. Nominal Input and Output Voltage: 230V 5. Input Connection: NEMA 5-15P 6. Lead-acid battery 7. Expected battery life: 3-5 years 8. Typical recharge time: 8 hours 9. with Boost Automatic Voltage Regulation (AVR) 10. Transfer time: 6ms typical 11. with power cord 12. with at least one (1) year warranty Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	2	unit	4550.00	9,100.00
5	Network Cable Tester Suitable for Cat5e and Cat6 UTP, telephone and coaxial cables Measures cable length and display the distance to fault, graphical wire mapping, opens, shorts Tone trace cable with complete AC Interference Rejection, available on common switch & PoE switch Identifies PoE presence and detect how much voltage PING: to test network performance, data packet, min & max time Can locate a network port by the flashing port light on a server/switch/hub/router port TF card included to export data to PC Rechargeable lithium battery Includes a transmitter, receiver, and remote unit with LCD colored screen with tone tracer Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	1	unit	11735.00	11,735.00
6	Tower Extension Cord Tower type universal 16-gang with switch at least 1.83-meter cord length Safety shutter protection Resistant to pressure, heat and moisture Lightning protection Flame retardant enclosure With safety breaker for protection against overloading Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	3	pc	1430.00	4,290.00
7	Wired Microphone professional quality vocal microphone Includes a stand adapter and XLR to quarter-inch cable black metallic finish and grille with On/Off switch Sensitivity: -55.00 dBV/Pa – 1.79 mV/Pa Transducer Type: Dynamic	2	pc	4810.00	9,620.00

	Polar pattern: Cardioid Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)				
8	Microphone Stand round base with removable boom arm Material: metal Height: 80-160cm Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	2	pc	2717.00	5,434.00
9	IP Phone At least 6 lines and 3 SIP accounts 200 x 80 pixel back-lit LCD display screen HD wideband audio, full-duplex hands-free speakerphone with advanced acoustic echo cancellation Dual 10/100 Mbps ports, built-in PoE Supports headset use Call history up to 500 records 5-way audio conferencing Built-in USB port for importing and exporting data At least one (1) year warranty Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	5	unit	8031.00	40,155.00
10	Cat5e LAN Cable at least 305 meters PVC Outer Jacket Color: gray AWG: 24 Conductor material: bare copper Insulation material: polyolefin Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	2	box	7020.00	14,040.00
11	LAN Cable Crimper Multi-modular crimp tool for RJ45/RJ12/RJ11 connectors Mouth Material: Tool steel with cable cutter and stripper suitable for Cat5e and Cat6 UTP cable Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	2	pc	695.00	1,390.00
12	Webcam Max Resolution: Full 1080p at 30 fps - HD 720p at 60 fps with HD autofocus and light correction Built-in mic: stereo with universal clip and can be mounted to a tripod includes a mini tripod with extendable leg holder USB connector (length: at least 1.5m) Lens technology: Full HD glass at least 78-degree field of view Delivery term: within 30 calendar days upon issuance of Notice to Proceed (NTP)	2	pc	8580.00	17,160.00
TOTAL APPROVED BUDGET FOR THE CONTRACT:					Php 116,552.00

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.