



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

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

<b>Kind of Procurement Activity:</b>	Shopping (b)		
<b>Deadline of Submission of Bids:</b>	May-17-2021, 2:00 PM		
<b>RFQ No.:</b>	21-05-3394	<b>Date:</b>	May-11-2021
<b>PR No.:</b>	GAA-21-02-10920	<b>Date:</b>	February-23-2021

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>ALCOHOL</b> isopropyl, 68%- 72%, 500ml (-5ml) Delivery Term: 7 calendar days upon issuance of NTP	77	btl	139.33	10,728.41
2	<b>HAND SANITIZER</b> 500ml Delivery Term: 7 calendar days upon issuance of NTP	11	btl	207.90	2,286.90
3	<b>PAPER, MULTICOPY</b> 80gsm, size: 210mm x 297mm Delivery Term: 7 calendar days upon issuance of NTP	115	ream	259.60	29,854.00
4	<b>PAPER, MULTICOPY</b> 80gsm, size: 216mm x 330mm Delivery Term: 7 calendar days upon issuance of NTP	90	ream	274.63	24,716.70
5	<b>CLIP, BACKFOLD</b> all metal, clamping: 19mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP	26	box	27.87	724.62
6	<b>CLIP, BACKFOLD</b>	19	box	42.90	815.10

	all metal, clamping: 25mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP				
7	<b>CLIP, BACKFOLD</b> all metal, clamping: 32mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP	18	box	48.77	877.86
8	<b>CLIP, BACKFOLD</b> all metal, clamping: 50mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP	20	box	79.93	1,598.60
9	<b>CORRECTION TAPE</b> film base type, UL 6m min Delivery Term: 7 calendar days upon issuance of NTP	18	pc	45.10	811.80
10	<b>DATA FOLDER</b> made of chipboard, taglia lock Delivery Term: 7 calendar days upon issuance of NTP	140	pc	155.83	21,816.20
11	<b>ENVELOPE, MAILING</b> white, 80gsm (-5%), 500pcs/box Delivery Term: 7 calendar days upon issuance of NTP	2	box	396.00	792.00
12	<b>ERASER, FELT</b> for blackboard/whiteboard Delivery Term: 7 calendar days upon issuance of NTP	1	pc	38.50	38.50
13	<b>FILE ORGANIZER</b> expanding, plastic, 12 pockets Delivery Term: 7 calendar days upon issuance of NTP	1	pc	385.37	385.37
14	<b>FILE TAB DIVIDER</b> bristol board, for A4, 5pcs/set Delivery Term: 7 calendar days upon issuance of NTP	1	set	83.97	83.97
15	<b>FILE TAB DIVIDER</b> bristol board, for legal, 5pcs/set Delivery Term: 7 calendar days upon issuance of NTP	1	set	193.23	193.23
16	<b>Folder, with TAB, A4</b> for A4 size documents (100pcs/pack) Delivery Term: 7 calendar days upon issuance of NTP	1	pack	404.25	404.25
17	<b>FOLDER, TAGBOARD</b> for legal size documents (100pcs/pack) Delivery Term: 7 calendar days upon issuance of NTP	1	pack	518.83	518.83
18	<b>INDEX TAB</b> self-adhesive, transparent	1	box	104.13	104.13

	Delivery Term: 7 calendar days upon issuance of NTP				
19	<b>MAGAZINE FILE BOX</b> LARGE size, made of chipboard Delivery Term: 7 calendar days upon issuance of NTP	1	pc	250.25	250.25
20	<b>MARKER, FLUORESCENT</b> 3 assorted colors per set Delivery Term: 7 calendar days upon issuance of NTP	2	set	102.67	205.34
21	<b>MARKER</b> whiteboard, black, felt tip, bullet type Delivery Term: 7 calendar days upon issuance of NTP	14	pc	64.53	903.42
22	<b>MARKER</b> whiteboard, blue, felt tip, bullet type Delivery Term: 7 calendar days upon issuance of NTP	9	pc	64.53	580.77
23	<b>MARKER, PERMANENT</b> bullet type, blue Delivery Term: 7 calendar days upon issuance of NTP	3	pc	52.07	156.21
24	<b>PAPER CLIP</b> vinyl/plastic coat, length: 32mm min Delivery Term: 7 calendar days upon issuance of NTP	23	box	27.13	623.99
25	<b>PAPER CLIP</b> vinyl/plastic coat, length: 48mm min Delivery Term: 7 calendar days upon issuance of NTP	12	box	45.83	549.96
26	<b>PENCIL</b> lead, w/ eraser, wood cased, hardness: HB, 12pcs/box Delivery Term: 7 calendar days upon issuance of NTP	2	box	112.57	225.14
27	<b>CUTTER KNIFE, for general purpose</b> Delivery Term: 7 calendar days upon issuance of NTP	4	pc	77.00	308.00
28	<b>TONER CART, HP CE278A, Black</b> Delivery Term: 7 calendar days upon issuance of NTP	1	cart	2365.00	2,365.00
29	<b>TONER CART, HP CE285A (HP85A), Black</b> Delivery Term: 7 calendar days upon issuance of NTP	1	cart	4180.00	4,180.00
30	<b>CLEARBOOK</b> 20 transparent pockets, for A4 size Delivery Term: 7 calendar days upon issuance of NTP	5	pc	65.27	326.35
31	<b>SIGN PEN, BLACK</b>	1	pc	41.80	41.80

	liquid/gel ink, 0.5mm needle tip Delivery Term: 7 calendar days upon issuance of NTP				
32	<b>SIGN PEN, BLUE</b> liquid/gel ink, 0.5mm needle tip Delivery Term: 7 calendar days upon issuance of NTP	172	pc	41.80	7,189.60
33	<b>SIGN PEN, RED</b> liquid/gel ink, 0.5mm needle tip Delivery Term: 7 calendar days upon issuance of NTP	1	pc	41.80	41.80
34	<b>INSECTICIDE</b> aerosol type, net content: 600ml min Delivery Term: 7 calendar days upon issuance of NTP	1	can	511.50	511.50
35	<b>STAMP PAD INK, purple or violet</b> Delivery Term: 7 calendar days upon issuance of NTP	3	btl	45.47	136.41
36	<b>CARTOLINA, assorted colors (10's)</b> Delivery Term: 7 calendar days upon issuance of NTP	1	pack	102.67	102.67
37	<b>NOTE PAD, stick on, 50mm x 76mm (2" x 3") min</b> Delivery Term: 7 calendar days upon issuance of NTP	30	pad	49.87	1,496.10
38	<b>NOTE PAD, stick on, 76mm x 100mm (3" x 4") min</b> Delivery Term: 7 calendar days upon issuance of NTP	22	pad	88.73	1,952.06
39	<b>NOTE PAD, stick on, 76mm x 76mm (3" x 3") min</b> Delivery Term: 7 calendar days upon issuance of NTP	25	pad	66.73	1,668.25
40	<b>RECORD BOOK, 500 PAGES, size: 214mm x 278mm min</b> Delivery Term: 7 calendar days upon issuance of NTP	2	book	253.00	506.00
41	<b>TOILET TISSUE PAPER</b> 2-plys sheets, 150 pulls, 12 rolls/pack Delivery Term: 7 calendar days upon issuance of NTP	90	pack	163.17	14,685.30
42	<b>BATTERY</b> dry cell AA, 2 pieces per blister pack Delivery Term: 7 calendar days upon issuance of NTP	50	pack	115.50	5,775.00
43	<b>BATTERY</b> dry cell, AAA, 2 pieces per blister pack Delivery Term: 7 calendar days upon issuance of NTP	12	pack	132.00	1,584.00
44	<b>GLUE</b> all purpose, gross weight: 200 grams min	19	jar	90.93	1,727.67

	Delivery Term: 7 calendar days upon issuance of NTP				
45	<b>STAPLE WIRE, for heavy duty staplers, (23/13)</b> Delivery Term: 7 calendar days upon issuance of NTP	2	box	75.53	151.06
46	<b>STAPLE WIRE, STANDARD, (26/6)</b> Delivery Term: 7 calendar days upon issuance of NTP	4	box	61.60	246.40
47	<b>TAPE, ELECTRICAL, 18mm x 16M min</b> Delivery Term: 7 calendar days upon issuance of NTP	1	roll	53.90	53.90
48	<b>TAPE, MASKING, width: 24mm (±1mm)</b> Delivery Term: 7 calendar days upon issuance of NTP	7	roll	44.00	308.00
49	<b>TAPE, MASKING, width: 48mm (±1mm)</b> Delivery Term: 7 calendar days upon issuance of NTP	8	roll	88.00	704.00
50	<b>TAPE, PACKAGING, width 48mm</b> Delivery Term: 7 calendar days upon issuance of NTP	6	roll	49.87	299.22
51	<b>TAPE, TRANSPARENT, width: 24mm (±1mm)</b> Delivery Term: 7 calendar days upon issuance of NTP	14	roll	16.50	231.00
52	<b>TAPE, TRANSPARENT, width: 48mm (±1mm)</b> Delivery Term: 7 calendar days upon issuance of NTP	3	roll	54.27	162.81
53	<b>RULER</b> plastic, 450mm (18"), width: 38mm min Delivery Term: 7 calendar days upon issuance of NTP	5	pc	38.50	192.50
54	<b>AIR FRESHENER, aerosol, 280ml/150g min</b> Delivery Term: 7 calendar days upon issuance of NTP	3	can	445.50	1,336.50
55	<b>DISINFECTANT SPRAY</b> aerosol type, 400-550 grams Delivery Term: 7 calendar days upon issuance of NTP	42	can	638.00	26,796.00
56	<b>RAGS, all cotton</b> 32 pieces per bundle Delivery Term: 7 calendar days upon issuance of NTP	2	bundle	170.50	341.00
57	<b>FACE SHIELD, direct splash protection</b> Delivery Term: 7 calendar days upon issuance of NTP	500	pc	55.00	27,500.00
58	<b>PREMIUM LATEX GLOVES</b> Delivery Term: 7 calendar days upon issuance of NTP	25	pc	13.75	343.75

59	<b>ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min</b> with push Lock, clear, without handle Delivery Term: 7 calendar days upon issuance of NTP	8	pc	63.43	507.44
60	<b>FOLDER, PRESSBOARD</b> size: 240mm x 370mm (-5mm), 100pcs/box Delivery Term: 7 calendar days upon issuance of NTP	1	box	2273.33	2,273.33
61	<b>CUTTER BLADE</b> for heavy duty cutter, 100mm x 16mm, 10pcs/tube Delivery Term: 7 calendar days upon issuance of NTP	3	tube	113.67	341.01
62	<b>Stick On Flag</b> SIGN HERE Yellow, 1x1.7 in Delivery Term: 7 calendar days upon issuance of NTP	16	pad	143.00	2,288.00
63	<b>Sticky Notes Pad</b> 3x5in, 100 Sheets Delivery Term: 7 calendar days upon issuance of NTP	30	pad	106.33	3,189.90
64	<b>Sticky Notes Pad</b> 3x3in, 100 Sheets Delivery Term: 7 calendar days upon issuance of NTP	23	pad	71.50	1,644.50
65	<b>Special Paper A4 Blue</b> Delivery Term: 7 calendar days upon issuance of NTP	4	ream	429.00	1,716.00
66	<b>Special Paper A4 Pink</b> Delivery Term: 7 calendar days upon issuance of NTP	1	ream	429.00	429.00
67	<b>RULER plastic, 450mm (12"), width: 38mm min</b> Delivery Term: 7 calendar days upon issuance of NTP	5	pc	30.70	153.50
68	<b>Colored Bond/Multicopy Paper</b> Green, Legal Size, 80 GSM Delivery Term: 7 calendar days upon issuance of NTP	3	ream	535.33	1,605.99
69	<b>Multicolor Paper, Yellow, Legal size</b> Delivery Term: 7 calendar days upon issuance of NTP	1	ream	451.00	451.00
70	<b>Shiny Dater D3</b> Stamp Dater Dr, Gray, 5mm Delivery Term: 7 calendar days upon issuance of NTP	3	pc	548.17	1,644.51
71	<b>Micro fiber cloth (chamois)</b> Delivery Term: 7 calendar days upon issuance of NTP	20	pc	200.75	4,015.00

72	<b>MANILA PAPER, 10sheets per pack</b> Delivery Term: 7 calendar days upon issuance of NTP	5	pack	71.50	357.50
73	<b>BALLPEN, for desk top with Coil cord, 24 g, blue ink only</b> Delivery Term: 7 calendar days upon issuance of NTP	3	pc	62.15	186.45
74	<b>Double Sided Tape, 1" size</b> Delivery Term: 7 calendar days upon issuance of NTP	10	roll	41.25	412.50
75	<b>LAMINATING POUCH FILM</b> 216mm x 303mm (A4), Thickness 125MIC, transparent, laminated materials 20 pieces per pack Delivery Term: 7 calendar days upon issuance of NTP	1	pack	634.33	634.33
76	<b>LAMINATING POUCH FILM</b> 80mm x 110mm, Thickness 125MIC, 100 pieces per box Delivery Term: 7 calendar days upon issuance of NTP	1	box	132.00	132.00
77	<b>PAPER SPECIALTY BOARD</b> A4 size; high quality Vellum finish board; plain paper boards suitable for calling cards, invitations, greeting cards, menu etc.; colors: cream only; 10 pieces per pack Delivery Term: 7 calendar days upon issuance of NTP	30	pack	72.60	2,178.00
78	<b>PAPER, STICKER</b> for Laserjet Printer, A4 size, Matte or glossy, 20 pieces per pack, Neon green (4 packs) and White colors(4packs) Delivery Term: 7 calendar days upon issuance of NTP	8	pack	163.17	1,305.36
79	<b>SOAP, FOR DISHWASHING,</b> 500 ml per bottle Delivery Term: 7 calendar days upon issuance of NTP	20	btl	96.25	1,925.00
80	<b>Certificate Folder</b> size A4 made of plastic materials. Color Royal Blue Delivery Term: 7 calendar days upon issuance of NTP	11	pc	189.75	2,087.25
81	<b>Refill ink pads for 4 stamps (4912)</b> Delivery Term: 7 calendar days upon issuance of NTP	3	pc	184.25	552.75
82	<b>Note pad, Stick on</b> 50 mmx 50 mm (2"x 2") min, sheet thickness: 0.09mm min, 72 gsm min. 400 sheets per cube, assorted colors Delivery Term: 7 calendar days upon issuance of NTP	7	pad	77.73	544.11
83	<b>PAPER, STICKER</b>	5	pack	118.43	592.15

	for Laserjet printer, A4 size, Matte or glossy, 20 pieces per pack , white color only Delivery Term: 7 calendar days upon issuance of NTP				
84	<b>PAPER, PHOTO</b> glossy premium quality, A4 size, 4800dpi, 240 gsm, waterproof, 20 sheets per pack Delivery Term: 7 calendar days upon issuance of NTP	10	pack	145.75	1,457.50
85	<b>PAPER, STICKER</b> for Laserjet Printer, A4 size, Matte or glossy, 10 pieces per pack, White colors Delivery Term: 7 calendar days upon issuance of NTP	10	pack	56.47	564.70
86	<b>Super Sticky Notes</b> Canary Yellow or available color, 4"x4" Delivery Term: 7 calendar days upon issuance of NTP	10	pad	93.50	935.00
87	<b>BATTERY</b> dry cell, D, 1.5 volts, alkaline, 2pcs/pack Delivery Term: 7 calendar days upon issuance of NTP	6	pack	324.50	1,947.00
88	<b>TWINE, plastic, one (1) kilo per roll</b> Delivery Term: 7 calendar days upon issuance of NTP	3	roll	95.33	285.99
89	<b>ENVELOPE, DOCUMENTARY, for legal size document</b> 500pcs/box Delivery Term: 7 calendar days upon issuance of NTP	1	box	1411.67	1,411.67
90	<b>Labeler tape cartridge</b> compatible to Casio KL820-W labeler, black on blue/white, 9mm Delivery Term: 7 calendar days upon issuance of NTP	3	pc	1309.00	3,927.00
91	<b>Specialty paper</b> - Size: 8.5 x 14 (Legal) - Weight: at least 150gsm - Color: White Matte - 10pcs per pack Delivery Term: 7 calendar days upon issuance of NTP	25	pack	66.00	1,650.00
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>					<b>Php 246,854.64</b>



## 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.