



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

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

| | | | |
|--|----------------------|--------------|------------------|
| Kind of Procurement Activity: | Shopping | | |
| Deadline of Submission of Bids: | Jun-22-2021, 2:00 PM | | |
| RFQ No.: | 21-05-3394 | Date: | June-17-2021 |
| PR No.: | GAA-21-02-10920 | Date: | 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 | PAPER, MULTICOPY 80gsm, size: 210mm x 297mm Delivery Term: 7 calendar days upon issuance of NTP | 115 | ream | 259.60 | 29,854.00 |
| 2 | PAPER, MULTICOPY 80gsm, size: 216mm x 330mm Delivery Term: 7 calendar days upon issuance of NTP | 90 | ream | 274.63 | 24,716.70 |
| 3 | DATA FOLDER made of chipboard, taglia lock Delivery Term: 7 calendar days upon issuance of NTP | 140 | pc | 155.83 | 21,816.20 |
| 4 | ENVELOPE, MAILING white, 80gsm (-5%), 500pcs/box Delivery Term: 7 calendar days upon issuance of NTP | 2 | box | 396.00 | 792.00 |
| 5 | ERASER, FELT for blackboard/whiteboard Delivery Term: 7 calendar days upon issuance of NTP | 1 | pc | 38.50 | 38.50 |
| 6 | FILE ORGANIZER | 1 | pc | 385.37 | 385.37 |

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| | expanding, plastic, 12 pockets Delivery Term: 7 calendar days upon issuance of NTP | | | | |
| 7 | FILE TAB DIVIDER bristol board, for A4, 5pcs/set Delivery Term: 7 calendar days upon issuance of NTP | 1 | set | 83.97 | 83.97 |
| 8 | FILE TAB DIVIDER bristol board, for legal, 5pcs/set Delivery Term: 7 calendar days upon issuance of NTP | 1 | set | 193.23 | 193.23 |
| 9 | Folder, with TAB, A4 for A4 size documents (100pcs/pack) Delivery Term: 7 calendar days upon issuance of NTP | 1 | pack | 404.25 | 404.25 |
| 10 | FOLDER, TAGBOARD for legal size documents (100pcs/pack) Delivery Term: 7 calendar days upon issuance of NTP | 1 | pack | 518.83 | 518.83 |
| 11 | INDEX TAB self-adhesive, transparent Delivery Term: 7 calendar days upon issuance of NTP | 1 | box | 104.13 | 104.13 |
| 12 | MAGAZINE FILE BOX LARGE size, made of chipboard Delivery Term: 7 calendar days upon issuance of NTP | 1 | pc | 250.25 | 250.25 |
| 13 | MARKER, FLUORESCENT 3 assorted colors per set Delivery Term: 7 calendar days upon issuance of NTP | 2 | set | 102.67 | 205.34 |
| 14 | MARKER whiteboard, black, felt tip, bullet type Delivery Term: 7 calendar days upon issuance of NTP | 14 | pc | 64.53 | 903.42 |
| 15 | MARKER whiteboard, blue, felt tip, bullet type Delivery Term: 7 calendar days upon issuance of NTP | 9 | pc | 64.53 | 580.77 |
| 16 | MARKER, PERMANENT bullet type, blue Delivery Term: 7 calendar days upon issuance of NTP | 3 | pc | 52.07 | 156.21 |
| 17 | PAPER CLIP vinyl/plastic coat, length: 32mm min Delivery Term: 7 calendar days upon issuance of NTP | 23 | box | 27.13 | 623.99 |
| 18 | PAPER CLIP vinyl/plastic coat, length: 48mm min | 12 | box | 45.83 | 549.96 |

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| | Delivery Term: 7 calendar days upon issuance of NTP | | | | |
| 19 | PENCIL lead, w/ eraser, wood cased, hardness: HB, 12pcs/box Delivery Term: 7 calendar days upon issuance of NTP | 2 | box | 112.57 | 225.14 |
| 20 | CUTTER KNIFE, for general purpose Delivery Term: 7 calendar days upon issuance of NTP | 4 | pc | 77.00 | 308.00 |
| 21 | TONER CART, HP CE278A, Black Delivery Term: 7 calendar days upon issuance of NTP | 1 | cart | 2365.00 | 2,365.00 |
| 22 | TONER CART, HP CE285A (HP85A), Black Delivery Term: 7 calendar days upon issuance of NTP | 1 | cart | 4180.00 | 4,180.00 |
| 23 | CLEARBOOK 20 transparent pockets, for A4 size Delivery Term: 7 calendar days upon issuance of NTP | 5 | pc | 65.27 | 326.35 |
| 24 | INSECTICIDE aerosol type, net content: 600ml min Delivery Term: 7 calendar days upon issuance of NTP | 1 | can | 511.50 | 511.50 |
| 25 | STAMP PAD INK, purple or violet Delivery Term: 7 calendar days upon issuance of NTP | 3 | btl | 45.47 | 136.41 |
| 26 | CARTOLINA, assorted colors (10's) Delivery Term: 7 calendar days upon issuance of NTP | 1 | pack | 102.67 | 102.67 |
| 27 | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min Delivery Term: 7 calendar days upon issuance of NTP | 2 | book | 253.00 | 506.00 |
| 28 | TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls/pack Delivery Term: 7 calendar days upon issuance of NTP | 90 | pack | 163.17 | 14,685.30 |
| 29 | GLUE all purpose, gross weight: 200 grams min Delivery Term: 7 calendar days upon issuance of NTP | 19 | jar | 90.93 | 1,727.67 |
| 30 | TAPE, ELECTRICAL, 18mm x 16M min Delivery Term: 7 calendar days upon issuance of NTP | 1 | roll | 53.90 | 53.90 |
| 31 | RULER plastic, 450mm (18"), width: 38mm min Delivery Term: 7 calendar days upon issuance of NTP | 5 | pc | 38.50 | 192.50 |

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| 32 | PREMIUM LATEX GLOVES Delivery Term: 7 calendar days upon issuance of NTP | 25 | pc | 13.75 | 343.75 |
| 33 | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min with push Lock, clear, without handle Delivery Term: 7 calendar days upon issuance of NTP | 8 | pc | 63.43 | 507.44 |
| 34 | FOLDER, PRESSBOARD size: 240mm x 370mm (-5mm), 100pcs/box Delivery Term: 7 calendar days upon issuance of NTP | 1 | box | 2273.33 | 2,273.33 |
| 35 | CUTTER BLADE for heavy duty cutter, 100mm x 16mm, 10pcs/tube Delivery Term: 7 calendar days upon issuance of NTP | 3 | tube | 113.67 | 341.01 |
| 36 | Stick On Flag SIGN HERE Yellow, 1x1.7 in Delivery Term: 7 calendar days upon issuance of NTP | 16 | pad | 143.00 | 2,288.00 |
| 37 | Special Paper A4 Blue Delivery Term: 7 calendar days upon issuance of NTP | 4 | ream | 429.00 | 1,716.00 |
| 38 | Special Paper A4 Pink Delivery Term: 7 calendar days upon issuance of NTP | 1 | ream | 429.00 | 429.00 |
| 39 | Colored Bond/Multicopy Paper Green, Legal Size, 80 GSM Delivery Term: 7 calendar days upon issuance of NTP | 3 | ream | 535.33 | 1,605.99 |
| 40 | Multicolor Paper, Yellow, Legal size Delivery Term: 7 calendar days upon issuance of NTP | 1 | ream | 451.00 | 451.00 |
| 41 | MANILA PAPER, 10sheets per pack Delivery Term: 7 calendar days upon issuance of NTP | 5 | pack | 71.50 | 357.50 |
| 42 | BALLPEN, for desk top with Coil cord, 24 g, blue ink only Delivery Term: 7 calendar days upon issuance of NTP | 3 | pc | 62.15 | 186.45 |
| 43 | Double Sided Tape, 1" size Delivery Term: 7 calendar days upon issuance of NTP | 10 | roll | 41.25 | 412.50 |
| 44 | PAPER SPECIALTY BOARD 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 |

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| 45 | PAPER, STICKER 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 |
| 46 | Refill ink pads for 4 stamps (4912) Delivery Term: 7 calendar days upon issuance of NTP | 3 | pc | 184.25 | 552.75 |
| 47 | Note pad, Stick on 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 |
| 48 | Super Sticky Notes Canary Yellow or available color, 4"x4" Delivery Term: 7 calendar days upon issuance of NTP | 10 | pad | 93.50 | 935.00 |
| 49 | TWINE, plastic, one (1) kilo per roll Delivery Term: 7 calendar days upon issuance of NTP | 3 | roll | 95.33 | 285.99 |
| 50 | ENVELOPE, DOCUMENTARY, for legal size document 500pcs/box Delivery Term: 7 calendar days upon issuance of NTP | 1 | box | 1411.67 | 1,411.67 |
| 51 | Labeler tape cartridge 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 |
| 52 | Specialty paper - 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 |

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 131,199.41

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.