



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

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|--|----------------------|--------------|---------------|
| Kind of Procurement Activity: | Shopping | | |
| Deadline of Submission of Bids: | May-25-2021, 2:00 PM | | |
| RFQ No.: | 21-05-3405 | Date: | May-20-2021 |
| PR No.: | GAA-21-04-11169 | Date: | April-15-2021 |

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 | HAND SANITIZER 500 ml Delivery Term: 7 calendar days upon issuance of NTP | 5 | btl | 418.00 | 2,090.00 |
| 2 | ALCOHOL isopropyl, 68%- 72%, 500ml (-5ml) Delivery Term: 7 calendar days upon issuance of NTP | 43 | btl | 196.17 | 8,435.31 |
| 3 | NOTE PAD stick on, 50mm x 76mm (2" x 3") min Delivery Term: 7 calendar days upon issuance of NTP | 24 | pad | 55.00 | 1,320.00 |
| 4 | NOTE PAD stick on, 76mm x 100mm (3" x 4") min Delivery Term: 7 calendar days upon issuance of NTP | 14 | pad | 103.03 | 1,442.42 |
| 5 | NOTE PAD stick on, 76mm x 76mm (3" x 3") min Delivery Term: 7 calendar days upon issuance of NTP | 26 | pad | 64.90 | 1,687.40 |
| 6 | NOTEBOOK, STENOGRAPHER | 27 | pc | 35.20 | 950.40 |

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| | spiral, 40 leaves Delivery Term: 7 calendar days upon issuance of NTP | | | | |
| 7 | PAPER, MULTICOPY 80gsm, size: 210mm x 297mm Delivery Term: 7 calendar days upon issuance of NTP | 83 | ream | 256.67 | 21,303.61 |
| 8 | PAPER, MULTICOPY 80gsm, size: 216mm x 330mm Delivery Term: 7 calendar days upon issuance of NTP | 72 | ream | 278.67 | 20,064.24 |
| 9 | RECORD BOOK 500 PAGES, size: 214mm x 278mm min Delivery Term: 7 calendar days upon issuance of NTP | 2 | book | 105.60 | 211.20 |
| 10 | TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls/pack Delivery Term: 7 calendar days upon issuance of NTP | 224 | pack | 152.17 | 34,086.08 |
| 11 | BATTERY dry cell, AA, 2 pieces per blister pack Delivery Term: 7 calendar days upon issuance of NTP | 57 | pack | 122.83 | 7,001.31 |
| 12 | BATTERY dry cell, AAA, 2 pieces per blister pack Delivery Term: 7 calendar days upon issuance of NTP | 12 | pack | 126.13 | 1,513.56 |
| 13 | STAPLE WIRE STANDARD, (26/6) Delivery Term: 7 calendar days upon issuance of NTP | 1 | box | 53.17 | 53.17 |
| 14 | TAPE, MASKING width: 24mm (± 1 mm) Delivery Term: 7 calendar days upon issuance of NTP | 2 | roll | 43.63 | 87.26 |
| 15 | TAPE, MASKING width: 48mm (± 1 mm) Delivery Term: 7 calendar days upon issuance of NTP | 14 | roll | 79.93 | 1,119.02 |
| 16 | TAPE, PACKAGING width 48mm Delivery Term: 7 calendar days upon issuance of NTP | 10 | roll | 47.67 | 476.70 |
| 17 | TAPE, TRANSPARENT width: 24mm (± 1 mm) Delivery Term: 7 calendar days upon issuance of NTP | 11 | roll | 26.77 | 294.47 |
| 18 | DISINFECTANT SPRAY aerosol type, 400-550 grams | 46 | can | 580.25 | 26,691.50 |

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| | Delivery Term: 7 calendar days upon issuance of NTP | | | | |
| 19 | PREMIUM LATEX GLOVES Disposable, Non-Sterile, Powder-free, Rolled bead cuff, Length at least 24cm Delivery Term: 7 calendar days upon issuance of NTP | 11 | pc | 24.75 | 272.25 |
| 20 | CLIP, BACKFOLD all metal, clamping: 19mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP | 58 | box | 28.23 | 1,637.34 |
| 21 | CLIP, BACKFOLD all metal, clamping: 25mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP | 45 | box | 32.63 | 1,468.35 |
| 22 | CORRECTION TAPE film base type, UL 6m min Delivery Term: 7 calendar days upon issuance of NTP | 28 | pc | 37.03 | 1,036.84 |
| 23 | DATA FILE BOX made of chipboard, with closed ends Delivery Term: 7 calendar days upon issuance of NTP | 1 | pc | 126.50 | 126.50 |
| 24 | FILE ORGANIZER expanding, plastic, 12 pockets for Legal size paper/documents Delivery Term: 7 calendar days upon issuance of NTP | 1 | pc | 331.83 | 331.83 |
| 25 | FILE TAB DIVIDER bristol board, for legal, 5pcs/set Delivery Term: 7 calendar days upon issuance of NTP | 9 | set | 50.97 | 458.73 |
| 26 | INDEX TAB self-adhesive, transparent, 5sets/box, one (1) set composed of 2-pieces 6" tab strip and two (2) complete alphabets Delivery Term: 7 calendar days upon issuance of NTP | 1 | box | 115.50 | 115.50 |
| 27 | MARKER, PERMANENT bullet type, black Delivery Term: 7 calendar days upon issuance of NTP | 59 | pc | 50.97 | 3,007.23 |
| 28 | PAPER CLIP vinyl/plastic coat, length: 32mm min Delivery Term: 7 calendar days upon issuance of NTP | 18 | box | 25.67 | 462.06 |
| 29 | PAPER CLIP vinyl/plastic coat, length: 48mm min Delivery Term: 7 calendar days upon issuance of NTP | 12 | box | 45.47 | 545.64 |

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| 30 | STAMP PAD, FELT bed dimension: 60mm x 100mm min Delivery Term: 7 calendar days upon issuance of NTP | 1 | pc | 67.83 | 67.83 |
| 31 | TONER CART HP CE285A (HP85A), Black Delivery Term: 7 calendar days upon issuance of NTP | 1 | cart | 4125.00 | 4,125.00 |
| 32 | ERASER, PLASTIC/RUBBER for pencil draft/writing Delivery Term: 7 calendar days upon issuance of NTP | 1 | pc | 16.50 | 16.50 |
| 33 | SIGN PEN, BLUE liquid/gel ink, 0.5mm needle tip Delivery Term: 7 calendar days upon issuance of NTP | 129 | pc | 42.17 | 5,439.93 |
| 34 | Carbonless Paper CFB Long White Delivery Term: 7 calendar days upon issuance of NTP | 3 | ream | 110.00 | 330.00 |
| 35 | Stick On Flag, SIGN HERE Yellow, 1x1.7 in Delivery Term: 7 calendar days upon issuance of NTP | 16 | pad | 160.60 | 2,569.60 |
| 36 | Sticky Notes Pad 3x5in, 100 Sheets Delivery Term: 7 calendar days upon issuance of NTP | 25 | pad | 115.13 | 2,878.25 |
| 37 | Sticky Notes Pad 3x3in, 100 Sheets Delivery Term: 7 calendar days upon issuance of NTP | 18 | pad | 85.43 | 1,537.74 |
| 38 | Special Paper A4 Blue 500pcs/ream Delivery Term: 7 calendar days upon issuance of NTP | 4 | ream | 225.50 | 902.00 |
| 39 | Special Paper A4 Pink 500pcs/ream Delivery Term: 7 calendar days upon issuance of NTP | 1 | ream | 225.50 | 225.50 |
| 40 | Tape Cartridge compatible with TZE-221, 9mm, Black on White Tape Delivery Term: 7 calendar days upon issuance of NTP | 2 | pc | 638.00 | 1,276.00 |
| 41 | Colored Bond/Multicopy Paper Green, Legal Size, 80 GSM Delivery Term: 7 calendar days upon issuance of NTP | 3 | ream | 401.50 | 1,204.50 |
| 42 | Stick On Page Markers | 3 | pad | 623.33 | 1,869.99 |

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| | 5 Pads per Pack (Minimum), 50 Sheets per Pad (Minimum), 1/2 in x 2 in, Assorted Fluorescent Colors Delivery Term: 7 calendar days upon issuance of NTP | | | | |
| 43 | Envelope, Expanding, Plastic with Push Lock or Snap Button, Clear, Legal Size Delivery Term: 7 calendar days upon issuance of NTP | 87 | pc | 56.83 | 4,944.21 |
| 44 | Multicolor Paper Yellow, Legal size Delivery Term: 7 calendar days upon issuance of NTP | 1 | ream | 408.83 | 408.83 |
| 45 | Ballpen color blue, good writing quality Delivery Term: 7 calendar days upon issuance of NTP | 33 | pc | 35.57 | 1,173.81 |
| 46 | BALLPEN, for desk top with Coil cord 24 g, blue ink only Delivery Term: 7 calendar days upon issuance of NTP | 1 | pc | 148.50 | 148.50 |
| 47 | FOLDER REPORT COVER A4 size, acetate cover, cardboard back cover, expandable with fastener, green and blue colors Delivery Term: 7 calendar days upon issuance of NTP | 20 | pc | 33.00 | 660.00 |
| 48 | LAMINATING POUCH FILM 80mm x 110mm, Thickness 125MIC, 100 pieces per box Delivery Term: 7 calendar days upon issuance of NTP | 1 | box | 135.67 | 135.67 |
| 49 | SOAP, FOR DISHWASHING 500 ml per bottle Delivery Term: 7 calendar days upon issuance of NTP | 12 | btl | 148.50 | 1,782.00 |
| 50 | 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 |
| 51 | OVERHEAD PROJECTOR TRANSPARENCY FILM super fax, for plain paper copier, A4 size, 0.1 thickness, 100 sheets/pack Delivery Term: 7 calendar days upon issuance of NTP | 1 | box | 288.75 | 288.75 |
| TOTAL APPROVED BUDGET FOR THE CONTRACT: | | | | | Php 170,818.64 |

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.