



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-22-2021, 2:00 PM		
RFQ No.:	21-10-3575	Date:	October-18-2021
PR No.:	ULAT-21-09-12104	Date:	September-20-2021

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,

GERWIN P. GUBA
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Waterproof Rain Boots</p> <p>1. Objective/Overview: 1.1. The rain boots must be suitable for rainy weather and field work where the feet may get submerged in water or any wet fluid.</p> <p>2. Specifications: 2.1. Material 2.1.1. Flexible Synthetic Boots 2.1.2. It must be oil resistant. 2.2. Size 2.2.1. The rain boots must be at least 14 inches tall. 2.2.2. It should be high cut with a wide fit.</p> <p>3. The following are the size breakdown (UK Size): 3.1. Size 7: 4 pairs only 3.2. Size 8: 4 pairs only 3.3. Size 9: 4 pairs only 3.4. Size 10: 3 pairs only</p> <p>4. Payment and Delivery Terms 4.1. Amount is inclusive of taxes, delivery and other fees. 4.2. Items should be delivered within 60 calendar days upon issuance of Notice to Proceed (NTP). 4.3. Full payment will be given once the items were</p>	15	pair	550.00	8,250.00

	delivered.				
2	<p>Rain Coat</p> <p>1. Objective/Overview: 1.1. The rain coat will be used for the project's field activities which will serve as protection during the rainy season.</p> <p>2. Specifications: 2.1. Material: PVC 2.2. The thickness of the rain coat must be at least 0.32mm. 2.3. The rain coat must include a PVC bag for easy storage.</p> <p>3. The following are the size breakdown: 3.1. Medium Size: 5 pcs only 3.2. Large Size: 7 pcs only 3.3. Extra Large Size: 3 pcs only</p> <p>4. Payment and Delivery Terms 4.1. Amount is inclusive of taxes, delivery and other fees. 4.2. Items should be delivered within 60 calendar days upon issuance of Notice to Proceed (NTP). 4.3. Full payment will be given once the items were delivered.</p>	15	pc	715.00	10,725.00
3	<p>Mechanical Gloves</p> <p>1. Objective/Overview: 1.1. The mechanical gloves should serve as protection against impact, cuts and slips during field activities.</p> <p>2. Specifications: 2.1. Material: Leather 2.2. Size: Must fit for adults</p> <p>3. Payment and Delivery Terms 3.1. Amount is inclusive of taxes, delivery and other fees. 3.2. Items should be delivered within 60 calendar days upon issuance of Notice to Proceed (NTP). 3.3. Full payment will be given once the items were delivered.</p>	15	pair	715.00	10,725.00
4	<p>Sun Cap with removable flaps</p> <p>1. Objective/Overview: 1.1. The sun cap must serve as a protection against heat during field activities.</p> <p>2. Specifications: 2.1. Material: Polyester 2.2. Size: Must at least fit for 56 - 60 cm head circumference 2.3. Design: 2.3.1. The sun cap must include mouth and face cover. 2.3.2. The sun cap must have long neck flap for protection from sunburn. 2.3.3. The sun cap must have mesh side panels</p>	15	pc	550.00	8,250.00

	<p>with 2 large meshed brass eyelets for ventilation.</p> <p>2.3.4. The sun cap must have adjustable drawstring and strap.</p> <p>3. Payment and Delivery Terms</p> <p>3.1. Amount is inclusive of taxes, delivery and other fees.</p> <p>3.2. Items should be delivered within 60 calendar days upon issuance of Notice to Proceed (NTP).</p> <p>3.3. Full payment will be given once the items were delivered.</p>				
5	<p>Lockable Heavy Duty Tool Box</p> <p>1. Objective/Overview:</p> <p>1.1. The lockable heavy duty tool box will serve as a portable storage for the project's tools and materials.</p> <p>2. Specifications:</p> <p>2.1. Material: Plastic</p> <p>2.2. Measurements must at least be:</p> <p>2.2.1. The height of the toolbox must be at least 9 inches.</p> <p>2.2.2. The length of the toolbox must be at least 19 inches.</p> <p>2.2.3. The width of the toolbox must be at least 10.5 inches.</p> <p>2.3. Capacity: Must hold at least 30 lb.</p> <p>2.4. Other features:</p> <p>2.4.1. The tool box must at least have 1 compartment and 1 tray.</p> <p>2.4.2. The tool box should be water resistant.</p> <p>2.4.3. The tool box must have a comfort grip handle.</p> <p>3. Payment and Delivery Terms</p> <p>3.1. Amount is inclusive of taxes, delivery and other fees.</p> <p>3.2. Items should be delivered within 60 calendar days upon issuance of Notice to Proceed (NTP).</p> <p>3.3. Full payment will be given once the items were delivered.</p>	2	pc	3025.00	6,050.00
6	<p>Heavy Duty Umbrella</p> <p>1. Objective/Overview:</p> <p>1.1. The heavy duty umbrella should serve as protection against heat and rainfall during field activities such as site surveys, installation and maintenance.</p> <p>2. Specifications:</p> <p>2.1. Umbrella Frame Material: Metal</p> <p>2.2. Umbrella Canopy Material: Pongee</p> <p>2.3. Diameter: Must be at least 60 inches</p> <p>3. Payment and Delivery Terms</p> <p>3.1. Amount is inclusive of taxes, delivery and other fees.</p> <p>3.2. Items should be delivered within 60 calendar days upon issuance of Notice to Proceed (NTP).</p> <p>3.3. Full payment will be given once the items were delivered.</p>	5	pc	1375.00	6,875.00

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.