



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

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	Oct-29-2021, 2:00 PM		
RFQ No.:	21-10-3605	Date:	October-25-2021
PR No.:	GAA-21-10-12388	Date:	October-08-2021

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	INSECTICIDE 1. TECHNICAL SPECIFICATIONS 1.1. aerosol type net content: 600ml min 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	can	198.73	198.73
2	HAND SANITIZER 1. TECHNICAL SPECIFICATIONS 1.1. 500 ml 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	13	btl	154.00	2,002.00
3	ALCOHOL 1. TECHNICAL SPECIFICATIONS 1.1. ethyl, 68%-72% 1.2. scented 1.3. 3.785 liters 1.4. FDA Approved 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	35	gal	467.50	16,362.50

4	ALCOHOL 1. TECHNICAL SPECIFICATIONS 1.1. isopropyl, 68%- 72% 1.2. 500ml (-5ml) 1.3. FDA Approved 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	86	btl	110.00	9,460.00
5	NOTE PAD 1. TECHNICAL SPECIFICATIONS 1.1. stick on 1.2. 50mm x 76mm (2" x 3") min 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	14	pad	49.50	693.00
6	NOTE PAD 1. TECHNICAL SPECIFICATIONS 1.1. stick on 1.2. 76mm x 100mm (3" x 4") min 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	11	pad	71.50	786.50
7	NOTE PAD 1. TECHNICAL SPECIFICATIONS 1.1. stick on 1.2. 76mm x 76mm (3" x 3") min 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	15	pad	57.75	866.25
8	PAPER, MULTICOPY 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. size: 210mm x 297mm 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	77	ream	232.38	17,893.26
9	PAPER, MULTICOPY 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. size: 216mm x 330mm 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	76	ream	253.83	19,291.08
10	TOILET TISSUE PAPER 1. TECHNICAL SPECIFICATIONS 1.1. 2-plys sheets 1.2. 150 pulls 1.3. 12rolls/pack	87	pack	157.85	13,732.95

	<p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>				
11	<p>BATTERY</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. dry cell</p> <p>1.2. AA, 2 pieces per blister pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	3	pack	54.73	164.19
12	<p>BATTERY</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. dry cell</p> <p>1.2. AAA, 2 pieces per blister pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	3	pack	43.73	131.19
13	<p>STAPLE WIRE</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. STANDARD, (26/6)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	1	box	56.10	56.10
14	<p>TAPE, MASKING</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. width: 24mm (±1mm)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	2	roll	43.73	87.46
15	<p>TAPE, PACKAGING</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. width: 48mm</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	1	roll	50.05	50.05
16	<p>TAPE, TRANSPARENT</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. width: 24mm (±1mm)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	2	roll	22.55	45.10
17	<p>DISINFECTANT SPRAY</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. aerosol type</p> <p>1.2. 400-550 grams</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7</p>	38	can	605.00	22,990.00

	calendar days upon issuance of NTP				
18	RAGS 1. TECHNICAL SPECIFICATIONS 1.1. all cotton 1.2. 32 pieces per kilogram min 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	bundle	102.67	102.67
19	CLIP, BACKFOLD 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. clamping: 19mm (-1mm) 1.3. 12pcs/box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	19	box	23.10	438.90
20	CLIP, BACKFOLD 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. clamping: 25mm (-1mm) 1.3. 12pcs/box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	22	box	31.63	695.86
21	CLIP, BACKFOLD 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. clamping: 32mm (-1mm) 1.3. 12pcs/box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	20	box	43.45	869.00
22	CLIP, BACKFOLD 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. clamping: 50mm (-1mm) 1.3. 12pcs/box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	19	box	73.70	1,400.30
23	CORRECTION TAPE 1. TECHNICAL SPECIFICATIONS 1.1. film base type 1.2. UL 6m min 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	12	pc	24.20	290.40
24	ENVELOPE, DOCUMENTARY	1	box	1402.50	1,402.50

	<p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. legal size document</p> <p>1.2. 500pcs/pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>				
25	<p>FILE TAB DIVIDER</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. bristol board for legal</p> <p>1.2. 5pcs/set</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	1	set	37.77	37.77
26	<p>INDEX TAB</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. self-adhesive</p> <p>1.2. transparent</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	1	box	123.75	123.75
27	<p>PAPER CLIP</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. vinyl/plastic coat</p> <p>1.2. length: 32mm min</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	20	box	15.03	300.60
28	<p>PAPER CLIP</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. vinyl/plastic coat</p> <p>1.2. length: 48mm min</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	18	box	29.33	527.94
29	<p>PENCIL</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. lead, w/ eraser</p> <p>1.2. wood cased</p> <p>1.3. hardness: HB</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	1	box	105.60	105.60
30	<p>TONER CART</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. HP CE285A (HP85A)</p> <p>1.2. Black</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7</p>	1	cart	4546.67	4,546.67

	calendar days upon issuance of NTP				
31	PHILIPPINE NATIONAL FLAG 1. TECHNICAL SPECIFICATIONS 1.1. 100% polyester 1.2. Size: 3x6 ft 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	pc	412.50	825.00
32	STICKY NOTES PAD 1. TECHNICAL SPECIFICATIONS 1.1. 3x5 in 1.2. 100 Sheets 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	27	pad	79.75	2,153.25
33	STICKY NOTES PAD 1. TECHNICAL SPECIFICATIONS 1.1. 3x3 in 1.2. 100 Sheets 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	23	pad	65.45	1,505.35
34	SPECIAL PAPER 1. TECHNICAL SPECIFICATIONS 1.1. A4 1.2. Color: Blue 1.3. 500 sheets/ream 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	ream	1485.00	1,485.00
35	RULER 1. TECHNICAL SPECIFICATIONS 1.1. Plastic 1.2. 450mm (12"), width: 38mm min 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	4	pc	31.35	125.40
36	COLORED BOND/MULTICOPY PAPER 1. TECHNICAL SPECIFICATIONS 1.1. Green, Legal Size 1.2. 80GSM 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	3	ream	459.25	1,377.75
37	Stick On Page Markers, 5 Pads per Pack (Minimum), 50 Sheets per Pad (Minimum), 1/2 in x 2 in, Assorted Fluorescent Colors 1. TECHNICAL SPECIFICATIONS	9	pad	192.50	1,732.50

	1.1. 5 pads per pack (minimum) 1.2. 50 sheets per pad 1.3. 1/2 in x 2 in 1.4. Assorted Fluorescent Colors 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP				
38	ENVELOPE, EXPANDING 1. TECHNICAL SPECIFICATIONS 1.1. Plastic with Push Lock or Snap Button 1.2. Clear 1.3. Legal Size 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	26	pc	92.95	2,416.70
39	MULTICOLOR PAPER 1. TECHNICAL SPECIFICATIONS 1.1. Yellow 1.2. Legal Size 1.3. 80gsm 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	ream	500.50	500.50

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 127,773.77

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.