



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

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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement: Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Nov-29-2021, 2:00 PM		
<b>RFQ No.:</b>	21-11-3674	<b>Date:</b>	November-24-2021
<b>PR No.:</b>	REIINN-21-10-12644	<b>Date:</b>	October-25-2021

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><b>Heavy Duty Portable Lightweight Folding Work Table</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of two (2) Heavy Duty Portable Lightweight Folding Work Table unit.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, otherwise stated.</p> <p>2. SPECIFICATIONS</p> <p>2.1. The supplier must abide and meet the following specifications of the equipment/components:</p> <p>2.1.1. Lightweight Folding Work Table with aluminum frame</p> <p>2.1.2. Non-slip base design</p> <p>2.1.3. Max support of 200 pounds</p> <p>2.1.4. Approximate folding table opening size:</p>	2	unit	3588.00	7,176.00

47" x 23.6 " x 27.5"

2.1.5. Approximate folded size: 23.6"x23.6"x3.9

2.1.6. Approximate tall stools size:

9.8"x9.8"x15.3

2.1.7. Inclusive of 2 pcs stools which can be folded

and stored inside the table.

2.1.8. Top of the table should be made of mdf- waterproof, scratchproof

### 3. WARRANTY

3.1. All units must carry one (1) year warranty for other parts and services that covered defects in materials and workmanship.

3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.

3.2.1. Defective units may be defined as units not working upon testing or units that have failed to work after testing within seven (7) calendar days from purchase.

### 4. PAYMENT AND DELIVERY TERMS

4.1. Delivery of Goods and/or performance of services shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.

4.2. The Heavy Duty Portable Lightweight Folding Work Table unit must be brand new and unused.

4.3. Payment shall be made only upon certification/acceptance by End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for the supplies and material not yet delivered under this Contract.

4.4. The price of the bid must be inclusive of government tax and fees.

2	<b>Retractable, Folding Stool</b> 1. GENERAL OVERVIEW 1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of ten (10) Retractable, Folding Stool unit. 1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges. 1.3. The technical specifications written herein are of minimum	10	unit	825.00	8,250.00
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requirement, otherwise stated.

## 2. SPECIFICATIONS

2.1. The supplier must abide and meet the following specifications of the equipment/components:

2.1.1. Portable, Sturdy Lightweight Stool, made of

high quality poly-amide

2.1.2. Holds up 330 Lbs.

2.1.3. Collapsible stool which can be set within the range of 2.4 inch to 18inch

2.1.4. Retractable folding stool with 1.25kg / 2.8lbs weight

2.1.5. with adjustable strap

## 3. WARRANTY

3.1. All units must carry one (1) year warranty for other parts and services that covered defects in materials and workmanship.

3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.

3.2.1. Defective units may be defined as units not working upon testing or units that have failed to work after testing within seven (7) calendar days from purchase.

## 4. PAYMENT AND DELIVERY TERMS

4.1. Delivery of Goods and/or performance of services shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.

4.2. The Retractable, Folding Stool unit must be brand new and unused.

4.3. Payment shall be made only upon certification/acceptance by End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for the supplies and material not yet delivered under this Contract.

4.4. The price of the bid must be inclusive of government tax and fees.

3	<b>3-in-1 Mobile Workcenter Tool Box Trolley Type</b> 1. GENERAL OVERVIEW 1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of one (1) 3-in-1 Mobile Workcenter Tool Box	1	unit	5072.00	5,072.00
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Trolley

Type unit.

1.2. The approved budget for the contract is inclusive of all

applicable government taxes and services charges.

1.3. The technical specifications written herein are of minimum requirement, otherwise stated.

## 2. SPECIFICATIONS

2.1. The supplier must abide and meet the following specifications of the equipment/components:

2.1.1. Includes detachable tool box unit + portable

organizer + large bottom bin

2.1.2. 18 in. tool box for spacious tool storage

2.1.3. Removable tray allows enough space for larger tools to be stored underneath

2.1.4. Portable organizer for small parts with multiple

compartments which can be carried outside of

the main unit.

2.1.5. Large bottom bin for larger hand tools and

power tools

2.1.6. Metal front and side latches for heavy duty usage

2.1.7. Side latches can be clicked shut with or without

organizer

2.1.8. Large 7 in. wheels for on-site use

2.1.9. Approx Height : 24.8 in (629.92mm)

2.1.10. Approx Overall Length : 18.5 in (469.9mm)

2.1.11. Approx Width : 11in (279.4mm)

## 3. WARRANTY

3.1. All units must carry one (1) year warranty for other parts and

services that covered defects in materials and workmanship.

3.2. Replacement units should be provided for defective units,

fifteen (15) calendar days upon receipt of notice from

End-users/DOST-ASTI Property and Supply Section.

3.2.1. Defective units may be defined as units not working upon

testing or units that have failed to work after testing within seven

(7) calendar days from purchase.

## 4. PAYMENT AND DELIVERY TERMS

4.1. Delivery of Goods and/or performance of services shall be

made by the supplier within thirty (30) calendar days upon

issuance of Notice to Proceed.

4.2. The 3-in-1 Mobile Workcenter Tool Box Trolley Type unit

must be brand new and unused.

	<p>4.3. Payment shall be made only upon certification/acceptance by End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for the supplies and material not yet delivered under this Contract.</p> <p>4.4. The price of the bid must be inclusive of government tax and fees.</p>				
4	<p><b>High Impact Resistant Storage box with caster wheels</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of ten (10) High Impact Resistant Storage box with caster wheels unit.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, otherwise stated.</p> <p>2. SPECIFICATIONS</p> <p>2.1. The supplier must abide and meet the following specifications of the equipment/components:</p> <ul style="list-style-type: none"> <li>2.1.1. 58 liters or higher capacity</li> <li>2.1.2. Color blue or any dark color</li> <li>2.1.3. Heavy duty plastic material</li> <li>2.1.4. Stackable storage box with caster wheels</li> </ul> <p>3. WARRANTY</p> <p>3.1. All units must carry one (1) year warranty for other parts and services that covered defects in materials and workmanship.</p> <p>3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.</p> <p>3.2.1. Defective units may be defined as units not working upon testing or units that have failed to work after testing within seven (7) calendar days from purchase.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. Delivery of Goods and/or performance of services shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.</p>	10	unit	598.00	5,980.00



	<p>within seven (7) calendar days from purchase.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1. Delivery of Goods and/or performance of services shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.</p> <p>4.2. The Heavy Duty Components Storage Box unit must be brand new and unused.</p> <p>4.3. Payment shall be made only upon certification/acceptance by End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for the supplies and material not yet delivered under this Contract.</p> <p>4.4. The price of the bid must be inclusive of government tax and fees.</p>				
6	<p><b>Collapsible Storage Box (55 Liters)</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of one (1) Collapsible Storage Box (55 Liters) unit.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, otherwise stated.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. The supplier must abide and meet the following specifications of the equipment/components:</p> <p>    2.1.1. Storage Feature: Collapsible, can be stack up.</p> <p>    2.1.2. Supported weight: 3kg</p> <p>    2.1.3. Material: PP</p> <p>    2.1.4. Color: Black + Orange</p> <p>    2.1.5. Approximate size: 53cm x 35cm x 29 cm (7cm after folding)</p> <p><b>3. WARRANTY</b></p> <p>3.1. All units must carry one (1) year warranty for other parts and services that covered defects in materials and workmanship.</p> <p>3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from</p>	1	unit	610.00	610.00

	<p>End-users/DOST-ASTI Property and Supply Section.</p> <p>3.2.1. Defective units may be defined as units not working upon testing or units that have failed to work after testing within seven (7) calendar days from purchase.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1. Delivery of Goods and/or performance of services shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.</p> <p>4.2. The Collapsible Storage Box (55 Liters) unit must be brand new and unused.</p> <p>4.3. Payment shall be made only upon certification/acceptance by End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for the supplies and material not yet delivered under this Contract.</p> <p>4.4. The price of the bid must be inclusive of government tax and fees.</p>				
7	<p><b>10x10Ft 3x3M Folding Tent</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of one (1) 10x10Ft 3x3M Folding Tent unit.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, otherwise stated.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. The supplier must abide and meet the following specifications of the equipment/components:</p> <ul style="list-style-type: none"> <li>2.1.1. Size: 3x3m (10x10ft) full set with frame</li> <li>2.1.2. Canvas material 600D</li> <li>2.1.3. Approx Weight: 15.5kg</li> <li>2.1.4. Adjustable high: 175cm to 200cm</li> <li>2.1.5. Bottom leg :100cm</li> <li>2.1.6. High quality, waterproof</li> <li>2.1.7. High quality, waterproof</li> <li>2.1.8. Black powder coated steel frame</li> <li>2.1.9. Rust &amp; corrosion resistant</li> <li>2.1.10. Flat metal feet</li> <li>2.1.11. Easy installation</li> <li>2.1.12. Suitable for outdoor use</li> </ul>	1	unit	3638.00	3,638.00



	<p><b>3. WARRANTY</b></p> <p>3.1. All units must carry one (1) year warranty for other parts and services that covered defects in materials and workmanship.</p> <p>3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.</p> <p>3.2.1. Defective units may be defined as units not working upon testing or units that have failed to work after testing within seven (7) calendar days from purchase.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1. Delivery of Goods and/or performance of services shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.</p> <p>4.2. The 10x10Ft 3x3M Folding Tent unit must be brand new and unused.</p> <p>4.3. Payment shall be made only upon certification/acceptance by End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for the supplies and material not yet delivered under this Contract.</p> <p>4.4. The price of the bid must be inclusive of government tax and fees.</p>				
8	<p><b>Hot Air Rework Station 2</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of one (1) unit of Hot Air Rework Station 2.</p> <p>1.2. Said unit shall be used for materials and supplies for deployment activities.</p> <p>1.3. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.4. The technical specifications written herein are of minimum requirement, otherwise stated.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. The supplier must abide and meet the following specifications of the equipment/components:</p> <p>2.1.1. Large, easy to read LCD screen</p> <p>2.1.2. Heavy duty metal enclosure</p>	1	unit	5280.00	5,280.00

2.1.3. Power Consumption: 730 W

2.1.4. 0-99 minutes sleep time setting function  
(soldering Iron)

2.1.5. Unit Weight: Approx 3.0 KG

2.1.6. Adopts PID precision temperature control  
algorithm,  
the temperature fluctuation range of  $\leq \pm$   
1 °C

2.1.7. Fahrenheit / Celsius temperature  
conversion  
functions.

2.1.8. Manual / automatic mode switching  
function (hot air)

2.1.9. Digital encoder for airflow adjustment and  
menu  
navigation (when pressed)

### 3. WARRANTY AND AFTER SALES SUPPORT

3.1. All units must carry one (1) year warranty for other  
parts and  
services that covered defects in materials and  
workmanship.

3.2. Replacement units should be provided for  
defective units,  
fifteen (15) calendar days upon receipt of notice from  
End-users/DOST-ASTI Property and Supply Section.

3.2.1. Defective units may be defined as units not  
working upon  
testing or units that have failed to work after testing  
within seven  
(7) calendar days from purchase.

3.3. End- users must be able to request technical  
support by  
phone or email. Moreover, technical support service  
should be  
available and can reached from Mondays to Fridays at  
8am-5pm  
subject upon the availability of the aforementioned.

3.3.1. The end-user should receive feedbacks and  
responses  
from the third party twenty-four (24) hours after the  
inquiry or  
concern was made.

### 4. PAYMENT AND DELIVERY TERMS

4.1. Delivery of Goods and/or performance of services  
shall be  
made by the supplier within thirty (30) calendar days  
upon  
issuance of Notice to Proceed.

4.2. The Hot Air Rework Station 2 unit must be brand  
new and  
unused.

4.3. Payment shall be made only upon  
certification/acceptance  
by End User to the effect that the Goods have been  
rendered or  
delivered in accordance with the terms of this Contract  
and have  
been duly inspected and accepted. No payment shall  
be made

	<p>for services not yet rendered of for the supplies and material not yet delivered under this Contract.</p> <p>4.4. The price of the bid must be inclusive of government tax and fees.</p>				
9	<p><b>230V ac Solder Fume Extractor</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of two (2) 230V ac Solder Fume Extractor.</p> <p>1.2. Said unit shall be used for materials and supplies for deployment activities.</p> <p>1.3. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.4. The technical specifications written herein are of minimum requirement, otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. The supplier must abide and meet the following specifications of the equipment/components:</p> <ul style="list-style-type: none"> <li>2.1.1. Filter Type: Main Filter</li> <li>2.1.2. Voltage Rating: 230V ac</li> <li>2.1.3. Wattage: 22W</li> <li>2.1.4. Weight: approx 930g</li> <li>2.1.5. Plug Type: Type I - Australian plug</li> <li>2.1.6. Approx Depth: 113mm</li> <li>2.1.7. Approx Height: 212mm</li> <li>2.1.8. Approx Width: 166mm</li> <li>2.1.9. can be mounted horizontally or vertically</li> </ul> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1. All units must carry one (1) year warranty for other parts and services that covered defects in materials and workmanship.</p> <p>3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.</p> <p>3.2.1. Defective units may be defined as units not working upon testing or units that have failed to work after testing within seven (7) calendar days from purchase.</p> <p>3.3. End- users must be able to request technical support by phone or email. Moreover, technical support service should be available and can reached from Mondays to Fridays at 8am-5pm subject upon the availability of the aforementioned.</p> <p>3.3.1. The end-user should receive feedbacks and responses from the third party twenty-four (24) hours after the</p>	2	unit	11728.56	23,457.12

inquiry or concern was made.

#### 4. PAYMENT AND DELIVERY TERMS

4.1. Delivery of Goods and/or performance of services shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.

4.2. The 230V ac Solder Fume Extractor unit must be brand new and unused.

4.3. Payment shall be made only upon certification/acceptance by End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for the supplies and material not yet delivered under this Contract.

4.4. The price of the bid must be inclusive of government tax and fees.

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 63,753.12**

### **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.