



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:	Nov-22-2021, 2:00 PM		
RFQ No.:	21-11-3667	Date:	November-16-2021
PR No.:	ALAM-21-10-12679	Date:	October-27-2021

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>Headphone HEADPHONES</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking qualified and competent supplier for the Supply and Delivery of Seven (7) pcs of Headphones</p> <p>1.2 The approved budget for the contract is inclusive of all applicable government taxes and service charges</p> <p>1.3 The technical specifications indicated herein are minimum requirement, unless otherwise specified</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Bluetooth version: 4.2</p> <p>2.2 Driver size: 40mm</p> <p>2.3 Audio Specification: Driver sensitivity: 1kHz/1mW (dB)15</p> <p>2.4 Impedance: 32 ohms</p> <p>2.5 Dimensions: Weight: 220 g</p> <p>2.6 Battery Type 610mAh/3.7V</p> <p>2.7 Maximum play time: 27 Maximum music play time with ANC off: 22 hours</p> <p>2.8 Maximum music play time with ANC on: 15 hours</p> <p>2.9 Other Features:</p> <p>2.9.1 Active Noise Cancelling</p> <p>2.9.2 Bluetooth ready</p>	7	pc	7446.25	52,123.75

	<p>2.9.3 Remote control on ear cups 2.9.4 Voice Assistant 2.9.5 Detachable Audio Cable 2.9.6 Hands Free Call 2.9.7 Multi, Point Connection 2.9.7 Over-ear 2.9.9 Speed charge 2.9.10 Wireless or Wired Convertible</p> <p>3. ACCESSORIES 3.1 Unit must include Charging cable, Detachable Audio Cable</p> <p>4. WARRANTY AND AFTER SALES SUPPORT 4.1 Supplier warrants the items against defects in manufacturing and shipping and delivery issues 4.2 Replacement unit should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section. 4.3 Warranty Period should be at least one(1) year</p> <p>5. PAYMENT AND DELIVERY TERMS 5.1 The Price of supplier must be inclusive of government taxes and additional fees. 5.2 Delivery of goods shall be made by the supplier on or before 29 December 2021 5.3 The Headphone unit must be brand new and unused.</p>				
2	<p>Wireless Laptop Mouse WIRELESS LAPTOP MOUSE 1. GENERAL OVERVIEW 1.1 The Advanced Science and Technology Institute is seeking qualified and competent supplier for the Supply and Delivery of Sixteen (16) pcs of Wireless Laptop Mouse 1.2 The approved budget for the contract is inclusive of all applicable government taxes and service charges 1.3 The technical specifications indicated herein are minimum requirement, unless otherwise specified</p> <p>2. TECHNICAL SPECIFICATIONS 2.1 Device Type: Wireless Laptop Mouse 2.1.1 Wireless Receiver: USB wireless receiver 2.1.2 Connectivity Technology: Wireless 2.1.3 Pointing Device: Mouse - wireless - optical 2.2 Dimensions (WxDxH) / Weight 2.2.1 Mouse: 5.84 cm x 10.41 cm x 3.81 cm / 85 g"</p> <p>3. WARRANTY AND AFTER SALES SUPPORT 3.1 Supplier warrants the items against defects in manufacturing and shipping and delivery issues 3.2 Replacement unit should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section. 3.3 Warranty Period should be at least one(1) year</p> <p>5. PAYMENT AND DELIVERY TERMS 5.1 The Price of supplier must be inclusive of</p>	16	pc	660.00	10,560.00

	<p>government taxes and additional fees.</p> <p>5.2 Delivery of goods shall be made by the supplier on or before 29 December 2021</p> <p>5.3 The Wireless Laptop Mouse unit must be brand new and unused.</p>				
3	<p>Wireless Laptop Chiclet Keyboard WIRELESS LAPTOP CHICLET KEYBOARD</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking qualified and competent supplier for the Supply and Delivery of Sixteen (16) pcs of Wireless Laptop Chiclet Keyboard</p> <p>1.2 The approved budget for the contract is inclusive of all applicable government taxes and service charges</p> <p>1.3 The technical specifications indicated herein are minimum requirement, unless otherwise specified</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Device Type: Keyboard</p> <p>2.1.1 Wireless Receiver: USB wireless receiver</p> <p>2.1.2 Interface: 2.4 GHz</p> <p>2.1.3 Connectivity Technology: Wireless</p> <p>2.1.4 Localization and Layout: English</p> <p>2.1.5 With Numeric Keypad</p> <p>2.1.6 Hot Keys Function: Sleep, multimedia, volume, search, mute, play/pause, forward</p> <p>2.2 Dimensions (WxDxH) / Weight</p> <p>2.2.1 Keyboard: 44.45 cm x 14.22 cm x 2.54 cm / 493 g</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1 Supplier warrants the items against defects in manufacturing and shipping and delivery issues</p> <p>3.2 Replacement unit 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>3.3 Warranty Period should be at least one(1) year</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 The Price of supplier must be inclusive of government taxes and additional fees.</p> <p>5.2 Delivery of goods shall be made by the supplier on or before 29 December 2021</p> <p>5.3 The Wireless Laptop Chiclet Keyboard unit must be brand new and unused.</p>	16	pc	1540.00	24,640.00
4	<p>Laptop Stand with Cooling Fan LAPTOP STAND with Cooling Fan</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking qualified and competent supplier for the Supply and Delivery of Sixteen (16) pcs Laptop Stand with Cooling Fan</p> <p>1.2 The approved budget for the contract is inclusive of all applicable government taxes and service charges</p> <p>1.3 The technical specifications indicated herein are minimum requirement, unless otherwise specified</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Foldable & adjustable Laptop/tablet Stand With</p>	16	pc	880.00	14,080.00

Cooling Fan
 2.2 Heat Dissipation For Laptop/tablet Holder Cooler
 2.3 Compatible For: 11 - 17 inch laptop and tablet
 2.4 Strong load-bearing, stable support.
 2.5 Anti-slip baffle + anti-scratch panel, double protection of computer.
 2.6 Hollow heat dissipation design helps the laptop quickly dissipate heat.
 2.7 Widely compatible with mobile phones, laptops, tablets, etc.support 12-17 inch laptop use.
 2.8 Speed angle adjustment, suitable for users of different heights?targeted adjustments to personal health habits.

3. WARRANTY AND AFTER SALES SUPPORT

3.1 Supplier warrants the items against defects in manufacturing and shipping and delivery issues
 3.2 Replacement unit should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.

4. PAYMENT AND DELIVERY TERMS

4.1 The Price of supplier must be inclusive of government taxes and additional fees.
 4.2 Delivery of goods shall be made by the supplier on or before 29 December 2021
 4.3 The Laptop Stand with Cooling Fan Keyboard unit must be brand new and unused.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 101,403.75

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.