



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Mar-14-2022, 2:00 PM		
RFQ No.:	22-03-3767	Date:	March-08-2022
PR No.:	REIINN-22-02-13279	Date:	February-28-2022

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the enlisted item/s below. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, except otherwise specified in the requirements. Award may be considered for prospective bidder/s proven to be the single/lowest calculated and responsive quotation among all other quotations. Guidelines on the format of quotations and eligibility documents are listed below. Kindly follow the prescribed GUIDELINES to avoid DISQUALIFICATION.

Quotations may be submitted 1) manually to the BAC Secretariat at G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City or 2) sent via electronic mail at bac-sec@asti.dost.gov.ph. For further information, please contact the BAC Secretariat at +63 2 8249-8500 loc. 1206/1212.

Thank you.

BAYANI BENJAMIN R. LARA
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Heavy Duty Portable Lightweight Folding Work Table</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>	2	unit	12100.00	24,200.00

	<p>2.1.4. Approximate folding table opening size: 47" x 23.6 " x 27.5"</p> <p>2.1.5. Approximate folded size: 23.6"x23.6"x3.9</p> <p>2.1.6. Approximate tall stools size: 9.8"x9.8"x15.3</p> <p>2.1.7. Inclusive of 2 pcs stools which can be folded and stored inside the table.</p> <p>2.1.8. Top of the table should be made of mdf- waterproof, scratchproof</p> <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> <p>4.2. The Heavy Duty Portable Lightweight Folding Work Table 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>				
2	<p>Retractable, Folding Stool</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) Retractable, Folding Stool 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</p>	10	unit	1045.00	10,450.00

minimum 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	3-in-1 Mobile Workcenter Tool Box Trolley Type 1. GENERAL OVERVIEW 1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and	1	unit	5500.00	5,500.00
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delivery of one (1) 3-in-1 Mobile Workcenter Tool Box 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

	<p>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>				
4	<p>High Impact Resistant Storage box with caster wheels</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> <p>2.1.1. 58 liters or higher capacity</p> <p>2.1.2. Color blue or any dark color</p> <p>2.1.3. Heavy duty plastic material</p> <p>2.1.4. Stackable storage box with caster wheels</p> <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</p>	10	unit	730.00	7,300.00

	<p>issuance of Notice to Proceed.</p> <p>4.2. The High Impact Resistant Storage box with caster wheels 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>				
5	<p>Heavy Duty Components Storage Box</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) Heavy Duty Components Storage Box 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. Waterproof and heavy duty</p> <p> 2.1.2. With clear plastic lids and removable dividers</p> <p> 2.1.3. Material: PP</p> <p> 2.1.4. Color: Black + Orange</p> <p> 2.1.5. Approx Size: (L) x (W) x (H) 22 x 15.6 x 6 cm / 8.66" x 6.14" x 2.36"</p> <p> 2.1.6. Ideal for storing items including nuts, bolts, screws, nails, general fixings and components.</p> <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</p>	10	pc	473.00	4,730.00

<p>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> <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>				
<p>6 Collapsible Storage Box (55 Liters)</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 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>2. SPECIFICATIONS</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>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,</p>	1	unit	935.00	935.00

	<p>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> <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>10x10Ft 3x3M Folding Tent</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 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>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"> 2.1.1. Size: 3x3m (10x10ft) full set with frame 2.1.2. Canvas material 600D 2.1.3. Approx Weight: 15.5kg 2.1.4. Adjustable high: 175cm to 200cm 2.1.5. Bottom leg :100cm 2.1.6. High quality, waterproof 2.1.7. High quality, waterproof 2.1.8. Black powder coated steel frame 2.1.9. Rust & corrosion resistant 2.1.10. Flat metal feet 2.1.11. Easy installation 2.1.12. Suitable for outdoor use 	1	unit	3900.00	3,900.00

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 10x10Ft 3x3M Folding Tent 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 (ABC):

Php 57,015.00

GUIDELINES

A. Content and Format of Quotations

1. The Quotation/s must include the RFQ Number or the PR Number indicated above
2. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:
 - a. Computer and electronic equipment and its accessories or peripherals
 - b. Software applications, programs, and digital licenses
 - c. Commercial off-the-shelf electronic devices or components
3. The Quotation/s must indicate the registered business name of the company (or individual), business address and contact number. It must also include the full name and signature of the company's authorized representative.
4. BIR Certificate of Registration for new DOST-ASTI suppliers.

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, 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
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
2. Upon issuance of Notice of Award (NOA)
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

For Procurement of Infrastructure

1. Upon submission of quotation
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
 - c. Valid PCAB License
2. Upon issuance of NOA
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

**Requirements under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the revised IRR of RA No. 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are engaged in business.*

***Requirements under Section 53.10 (Lease of Real Property or Venue) of the revised IRR of RA No. 9184, specifically Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return will not apply to government agencies as lessors.*

****For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.*

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;
2. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
3. Liquidated damages of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 68 of the revised IRR of RA No. 9184; and
4. The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.