



ASTI-FM 03-10
REV 4/ 9 MAR 2022

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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Apr-22-2022, 2:00 PM		
RFQ No.:	22-04-3804	Date:	April-18-2022
PR No.:	GAA-22-03-13462	Date:	April-07-2022

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>Laptop keyboard for HP ProBook 440 G5</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) piece of laptop keyboard.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. US English backlit keyboard</p> <p>2.2. Does not include installation</p> <p>3. Warranty</p> <p>3.1 At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is</p>	1	lot	3000.00	3,000.00

	<p>completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract</p>				
2	<p>Laptop keyboard for Lenovo ThinkPad L380</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) piece of laptop keyboard.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. US English backlit keyboard</p> <p>2.2. Does not include installation</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	4100.00	4,100.00
3	<p>Laptop screen replacement for Lenovo ThinkPad E480</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the replacement of the laptop screen.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 14.0" FHD LCD Screen</p> <p>2.2. Includes parts and labor</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p>	1	lot	10100.00	10,100.00

	<p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>				
4	<p>Laptop screen replacement for HP ProBook 440 G5</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the replacement of the laptop screen.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 14.0" LED Screen</p> <p>2.2. Includes parts and labor</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	6325.00	6,325.00
5	<p>Repair of laptop not turning on and laptop keyboard and battery for MacBook Pro A1708</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the repair of the laptop that does not turn on and replacement of the laptop keyboard and battery.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. US English backlit keyboard layout</p> <p>2.2. Genuine or OEM battery</p>	1	lot	13750.00	13,750.00

	<p>2.3. Includes parts and labor</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>				
6	<p>Repair of laptop not turning on and broken hinge for MSI GL63 8SE</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the repair of the laptop that does not turn on and laptop hinge.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Issue: No power and broken laptop hinge</p> <p>2.2. Includes parts and labor</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	6050.00	6,050.00
7	<p>Laptop screen replacement for Lenovo ThinkPad E490</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the replacement of the laptop screen.</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>	1	lot	8700.00	8,700.00

	<p>minimum requirement, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 14.0" LCD Screen</p> <p>2.2. Includes parts and labor</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>				
8	<p>Repair of laptop not turning on for HP ProBook 440 G5</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the repair of the laptop that does not turn on.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Issue: No power</p> <p>2.2. Includes parts and labor</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	2750.00	2,750.00
9	<p>BIOS POST password reset for HP ProBook 440 G7</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the removal of the BIOS POST Password screen before</p>	1	lot	11000.00	11,000.00

	<p>Windows OS boots.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Issue: BIOS POST password reset</p> <p>2.2. Includes parts and labor</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>				
10	<p>Laptop solid state drive and hard drive caddy for Asus K55VJ-SX074</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 five (5) pieces of solid state drive and hard drive caddy.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 500GB SSD 2.5" SATA</p> <p>2.2. 12.7mm HDD/SSD SATA Hard Drive Caddy</p> <p>2.3. Does not include installation</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	5	lot	5225.00	26,125.00

11	<p>Power supply for Grandstream GXP2120</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) piece of power supply.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Input: 100-240VAC 50-60Hz; Output: +5VDC; 800mA</p> <p>2.2. Does not include installation</p> <p>3. Warranty</p> <p>3.1. At least 1 Week warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	pc	1650.00	1,650.00
12	<p>Power supply for Polycom SoundPoint IP 320 SIP</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) pieces of power supply.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Input: 100-240VAC 50-60Hz; Output: +24VDC; 500 mA</p> <p>2.2. Does not include installation</p> <p>3. Warranty</p> <p>3.1. At least one (1) week warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User.</p>	2	pc	2750.00	5,500.00

	No payment shall be made for the supplies and materials not yet delivered under this contract.				
13	<p>Laptop WIFI card for Lenovo ThinkPad L390</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) piece of laptop WIFI card.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Intel Wireless AC 9560 + BT 5.0</p> <p>2.2. Does not include installation</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	pc	1650.00	1,650.00
14	<p>Desktop memory and solid-state drive for Lenovo S500</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) piece of memory and solid state drive.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 8GB DDR3 1600Mhz (1RX8 PC3L-12800U-11-13-A1)</p> <p>2.2. 256GB SATA SSD 2.5"</p> <p>2.3. Does not include installation</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty</p>	1	lot	5170.00	5,170.00

	<p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>				
15	<p>Laptop keyboard and battery for Lenovo ThinkPad X260</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) piece of laptop keyboard and battery.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. US English backlit keyboard</p> <p>2.2. (3cell Li-ion 23.2 Wh Front)</p> <p>2.3. Does not include installation</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	5720.00	5,720.00
16	<p>Laptop battery for Asus K55VJ-SX074</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) piece of laptop battery.</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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p>	1	pc	2750.00	2,750.00

	<p>2.1. 56Wh, 6cells 5200mAh 2.2. Does not include installation</p> <p>3. Warranty 3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS 4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP). 4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>				
17	<p>Laptop battery for MacBook Pro A1286</p> <p>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) piece of laptop battery. 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, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS 2.2. Genuine or OEM battery 2.3. Does not include installation</p> <p>3. Warranty 3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS 4.1. The goods must be delivered within forty five (45) calendar days upon issuance of Notice to Proceed (NTP). 4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	pc	4675.00	4,675.00
18	<p>Laptop battery for Lenovo G40-80</p> <p>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) piece of laptop battery. 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</p>	1	pc	3300.00	3,300.00

requirement, unless otherwise stated.

2. TECHNICAL SPECIFICATIONS

2.2. 41 Wh, 2900mAh, 14.4V 4 Cell Li-ion

2.3. Does not include installation

3. Warranty

3.1. At least one (1) month warranty

4. DELIVERY and PAYMENT TERMS

4.1. The goods must be delivered within forty five (45) calendar days

upon issuance of Notice to Proceed (NTP).

4.2. Full payment will only be given once the item is completely

delivered, inspected, and accepted by the End User.

No payment

shall be made for the supplies and materials not yet delivered

under this contract.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 122,315.00

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.*