



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:	Sep-07-2021, 2:00 PM		
RFQ No.:	21-08-3524	Date:	September-02-2021
PR No.:	GAA-21-08-11863	Date:	August-11-2021

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	Laptop screen replacement for Lenovo X260 includes parts and installation Delivery Term: within 45 days upon issuance of Notice to Proceed (NTP) Note: End-user: RDD staff Property No.: 7.1.434 Laptop Serial Number: PC0D9YV4	1	lot	4950.00	4,950.00
2	Laptop battery for Dell Inspiron 15 74Wh, genuine or OEM, part number: 071JF4 does not include installation Delivery Term: within 45 days upon issuance of Notice to Proceed (NTP) Note: End-users: Marjon de Paz, Nash Prado, Jeanette Carlos Property Nos.: 7.1.522, 7.1.517, 7.1.520 Serial Numbers: 1H7114, 9671142, B671142	3	pc	6050.00	18,150.00
3	Laptop keyboard for HP Envy Touchsmart 15 US English keyboard layout, backlit includes parts and installation Delivery Term: within 45 days upon issuance of Notice	1	lot	2750.00	2,750.00

	to Proceed (NTP) Note: End-user: RDD staff Property No.: PDH-019 Laptop Serial Number: 5CG43316ZM				
4	Laptop Battery for HP Envy Touchsmart Battery part number: HSTNN-LB40 genuine or OEM Delivery Term: within 45 days upon issuance of Notice to Proceed (NTP) Note: End-user: RDD staff Property No.: PDH-019 Laptop Serial Number: 5CG43316ZM	1	pc	4895.00	4,895.00
5	Repair of laptop display, keyboard and touchpad for HP Envy Touchsmart 15 Repair of these issues: No display on LCD screen but works when projected to an external monitor Defective keyboard and touchpad includes parts and installation Delivery Term: within 45 days upon issuance of Notice to Proceed (NTP) Note: End-user: Christine Pagador Property No.: PDH-020 Laptop Serial Number: 5CG433170R	1	lot	4620.00	4,620.00
6	BIOS POST Password Reset for HP 440 G7 This is to remove the BIOS POST Password screen before Windows OS boots Delivery Term: within 45 days upon issuance of Notice to Proceed (NTP) Note: End-user: Pinky Manio Property Number: 01-21-605-030-00009 Laptop Serial Number: 5CD0496HCM	1	lot	2750.00	2,750.00
7	Laptop Hinge Repair includes parts and installation Delivery Term: within 45 days upon issuance of Notice to Proceed (NTP) Note: End-user: EPDC staff Property No.: PDH-018 Laptop Serial Number: 5CG43316Z3	1	lot	1650.00	1,650.00
8	Laptop charger for Acer Travelmate P2510 Charger model PA-1650-86 genuine or OEM Input: 100-240V ~ 1.6A 50-60HzOutput: 19V 3.42A Delivery Term: within 45 days upon issuance of Notice to Proceed (NTP)	2	pc	2805.00	5,610.00

	Note: End-users: Lester Melendrez, Marylou Rubillos Property Nos.: 07-19-605-030-00048, 07-19-605-030-00050 Laptop Serial Numbers: NXVGXP0399370060F7200 and NXVGXSP039937006277200				
9	Laptop Keyboard and Battery for Macbook Pro 13-inch 2017 Macbook Model A1708 US English keyboard layout, backlit Genuine or OEM battery includes parts and installation Delivery Term: within 45 days upon issuance of Notice to Proceed (NTP) Note: End-user: Girlie Fernandez Property No. 7.1.427 Laptop Serial Number: C02T30FZGY6N	1	lot	8250.00	8,250.00

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 53,625.00

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.