



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

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	Aug-27-2021, 2:00 PM		
RFQ No.:	21-08-3532	Date:	August-20-2021
PR No.:	GAA-21-07-11749	Date:	July-21-2021

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	INSECTICIDE, aerosol type, net content: 600ml min Delivery Term: 7 calendar days upon issuance of NTP	4	can	391.88	1,567.52
2	HAND SANITIZER, 500 ml Delivery Term: 7 calendar days upon issuance of NTP	14	btl	150.33	2,104.62
3	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters Delivery Term: 7 calendar days upon issuance of NTP	30	gal	541.75	16,252.50
4	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml) Delivery Term: 7 calendar days upon issuance of NTP	19	btl	104.72	1,989.68
5	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml) Delivery Term: 7 calendar days upon issuance of NTP	154	btl	103.95	16,008.30
6	STAMP PAD INK, purple or violet 30-50ml Delivery Term: 7 calendar days upon issuance of NTP	2	btl	40.48	80.96
7	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	13	pad	34.54	449.02

	Delivery Term: 7 calendar days upon issuance of NTP				
8	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min Delivery Term: 7 calendar days upon issuance of NTP	13	pad	56.76	737.88
9	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min Delivery Term: 7 calendar days upon issuance of NTP	18	pad	42.68	768.24
10	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves Delivery Term: 7 calendar days upon issuance of NTP	17	pc	22.44	381.48
11	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm Delivery Term: 7 calendar days upon issuance of NTP	81	ream	222.64	18,033.84
12	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm Delivery Term: 7 calendar days upon issuance of NTP	79	ream	245.30	19,378.70
13	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min Delivery Term: 7 calendar days upon issuance of NTP	2	book	144.10	288.20
14	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls/pack Delivery Term: 7 calendar days upon issuance of NTP	94	pack	146.52	13,772.88
15	BATTERY, dry cell, AA, 2 pieces per blister pack Delivery Term: 7 calendar days upon issuance of NTP	28	pack	54.34	1,521.52
16	BATTERY, dry cell, AAA, 2 pieces per blister pack Delivery Term: 7 calendar days upon issuance of NTP	9	pack	64.46	580.14
17	STAPLE WIRE, for heavy duty staplers, (23/13) Delivery Term: 7 calendar days upon issuance of NTP	3	box	58.08	174.24
18	STAPLE WIRE, STANDARD, (26/6) Delivery Term: 7 calendar days upon issuance of NTP	8	box	40.26	322.08
19	TAPE, MASKING, width: 24mm (±1mm) Delivery Term: 7 calendar days upon issuance of NTP	5	roll	34.54	172.70
20	TAPE, MASKING, width: 48mm (±1mm) Delivery Term: 7 calendar days upon issuance of NTP	1	roll	67.32	67.32
21	TAPE, PACKAGING, width 48mm Delivery Term: 7 calendar days upon issuance of NTP	1	roll	34.32	34.32

22	TAPE, TRANSPARENT, width: 24mm (±1mm) Delivery Term: 7 calendar days upon issuance of NTP	8	roll	15.62	124.96
23	TAPE, TRANSPARENT, width: 48mm (±1mm) Delivery Term: 7 calendar days upon issuance of NTP	3	roll	35.20	105.60
24	DISINFECTANT SPRAY, aerosol type, 400-550 grams Delivery Term: 7 calendar days upon issuance of NTP	40	can	633.88	25,355.20
25	RAGS, all cotton, min. 32 pieces per kilogram Delivery Term: 7 calendar days upon issuance of NTP	2	bundle	64.63	129.26
26	PREMIUM LATEX GLOVES Delivery Term: 7 calendar days upon issuance of NTP	40	pc	6.88	275.20
27	SURGICAL MASK, 3-ply Delivery Term: 7 calendar days upon issuance of NTP	300	pc	15.15	4,545.00
28	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP	25	box	17.49	437.25
29	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP	28	box	25.52	714.56
30	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP	25	box	34.76	869.00
31	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm) Delivery Term: 7 calendar days upon issuance of NTP	22	box	65.78	1,447.16
32	CORRECTION TAPE, film base type, UL 6m min Delivery Term: 7 calendar days upon issuance of NTP	18	pc	26.40	475.20
33	DATA FOLDER, made of chipboard, taglia lock (horizontal) Delivery Term: 7 calendar days upon issuance of NTP	59	pc	147.40	8,696.60
34	ENVELOPE, DOCUMENTARY, for A4 size document, 500pcs/box Delivery Term: 7 calendar days upon issuance of NTP	1	box	1058.75	1,058.75

35	ENVELOPE, DOCUMENTARY, for Legal size document, 500pcs/box Delivery Term: 7 calendar days upon issuance of NTP	1	box	1188.00	1,188.00
36	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min Delivery Term: 7 calendar days upon issuance of NTP	5	pc	42.63	213.15
37	ENVELOPE, MAILING,white, 70gsm (-5%), 500pcs/box Delivery Term: 7 calendar days upon issuance of NTP	2	box	352.00	704.00
38	FILE TAB DIVIDER, bristol board, for legal, 5pcs/set Delivery Term: 7 calendar days upon issuance of NTP	3	set	54.73	164.19
39	FOLDER, L-TYPE, PLASTIC, for legal size documents, 50pcs/pack Delivery Term: 7 calendar days upon issuance of NTP	1	pack	331.83	331.83
40	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100pcs/box Delivery Term: 7 calendar days upon issuance of NTP	11	box	1608.75	17,696.25
41	MARKER, whiteboard, blue, felt tip, bullet type Delivery Term: 7 calendar days upon issuance of NTP	2	pc	51.48	102.96
42	MARKER, PERMANENT, bullet type, blue Delivery Term: 7 calendar days upon issuance of NTP	7	pc	33.88	237.16
43	PAPER CLIP, vinyl/plastic coat, length: 32mm min Delivery Term: 7 calendar days upon issuance of NTP	26	box	11.88	308.88
44	PAPER CLIP, vinyl/plastic coat, length: 48mm min Delivery Term: 7 calendar days upon issuance of NTP	21	box	24.20	508.20
45	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/box Delivery Term: 7 calendar days upon issuance of NTP	1	box	88.88	88.88
46	STAPLE REMOVER, PLIER-TYPE Delivery Term: 7 calendar days upon issuance of NTP	7	pc	71.06	497.42
47	TONER CART, HP CE285A (HP85A), Black Delivery Term: 7 calendar days upon issuance of NTP	1	cart	4524.67	4,524.67
48	PHILIPPINE NATIONAL FLAG, 100% polyester Delivery Term: 7 calendar days upon issuance of NTP	2	pc	489.50	979.00

49	ERASER, PLASTIC/RUBBER, for pencil draft/writing Delivery Term: 7 calendar days upon issuance of NTP	1	pc	13.42	13.42
50	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip Delivery Term: 7 calendar days upon issuance of NTP	1	pc	32.67	32.67
51	Stick On Flag, SIGN HERE Yellow, 1x1.7 in Delivery Term: 7 calendar days upon issuance of NTP	12	pad	174.24	2,090.88
52	Tape Cartridge, Tze-221, 9mm, Black on White Tape Delivery Term: 7 calendar days upon issuance of NTP	2	pc	605.00	1,210.00
53	Sticky Notes Pad, 3x5in, 100 Sheets Delivery Term: 7 calendar days upon issuance of NTP	30	pad	67.76	2,032.80
54	Sticky Notes Pad, 3x3in, 100 Sheets Delivery Term: 7 calendar days upon issuance of NTP	28	pad	43.12	1,207.36
55	Special Paper A4 Blue Delivery Term: 7 calendar days upon issuance of NTP	1	ream	1452.00	1,452.00
56	Special Paper A4 Pink Delivery Term: 7 calendar days upon issuance of NTP	1	ream	1452.00	1,452.00
57	Colored Bond/Multicopy Paper, Green, Legal Size, 80 GSM Delivery Term: 7 calendar days upon issuance of NTP	3	ream	351.78	1,055.34
58	Envelope, Expanding, Plastic with Push Lock or Snap Button, Clear, Legal Size Delivery Term: 7 calendar days upon issuance of NTP	34	pc	71.50	2,431.00
59	Shiny Dater D3 Delivery Term: 7 calendar days upon issuance of NTP	1	pc	232.65	232.65
60	Multicolor Paper, Yellow, Legal size Delivery Term: 7 calendar days upon issuance of NTP	1	ream	424.88	424.88
TOTAL APPROVED BUDGET FOR THE CONTRACT:					Php 180,099.47

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.