



Republic of the Philippines  
Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



ASTI-FM 03-10  
REV 3/13 January 2020

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

<b>Kind of Procurement Activity:</b>	Shopping (b)		
<b>Deadline of Submission of Bids:</b>	Feb-21-2022, 2:00 PM		
<b>RFQ No.:</b>	22-02-3752	<b>Date:</b>	February-15-2022
<b>PR No.:</b>	GAA-22-02-13179	<b>Date:</b>	February-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 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,

**BAYANI BENJAMIN R. LARA**  
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>ALCOHOL, isopropyl</b> 1. TECHNICAL SPECIFICATIONS 1.1. 68%- 72%, 500ml (-5ml) 1.2. FDA Approved  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	150	btl	124.00	18,600.00
2	<b>BATTERY, dry Cell</b> 1. TECHNICAL SPECIFICATIONS 1.1. size AA 1.2. 2 blisters pack  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	50	pack	116.00	5,800.00
3	<b>BATTERY, dry Cell</b> 1. TECHNICAL SPECIFICATIONS 1.1. size AAA 1.2. 2 blisters pack  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	75	pack	124.00	9,300.00

4	<b>STAPLE WIRE, standard</b> 1. TECHNICAL SPECIFICATIONS 1.1. 5000 wire per box 1.2. made of steel wire  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	31	box	48.33	1,498.23
5	<b>TAPE, electrical</b> 1. TECHNICAL SPECIFICATIONS 1.1. made of PVC 1.2. 16 meters (min.)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	8	roll	68.00	544.00
6	<b>TAPE, packaging, 48mm</b> 1. TECHNICAL SPECIFICATIONS 1.1. color tan 1.2. 48mm, 50meters (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	30	roll	32.67	980.10
7	<b>EXTERNAL HARD DRIVE</b> 1. TECHNICAL SPECIFICATIONS 1.1. capacity: 1TB 1.2. Weight: 185g 1.3. Storage Media: 2.5" SATA HDD 1.4. System Requirements: MS Windows 7/8/10, Linux 2.6.31 or later, Mac OS X 10.7 or later 1.5. Case Material: Anti-shock protection includes a silicone rubber case, an internal shock absorbing suspension damper and a reinforced hard casing 1.6. Accessories: With USB 3.0 Cable and product manual in English  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	4	pc	3050.00	12,200.00
8	<b>MOUSE, OPTICAL</b> 1. TECHNICAL SPECIFICATIONS 1.1. USB connection type 1.2. tracking Method: Optical  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	15	unit	342.50	5,137.50
9	<b>MOUSE, WIRELESS</b> 1. TECHNICAL SPECIFICATIONS 1.1. Unifying USB Receiver 1.2. Battery Details: 1 x AA 1.3. Number of buttons: 3 (Left/Right-click, Middle click)  2. DELIVERY	1	unit	600.00	600.00

	2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP				
10	<b>DATA FILE BOX</b> 1. TECHNICAL SPECIFICATIONS 1.1. Dimension: 400mm (min) x 125mm (min) x 230mm (min) (LxWxH) 1.2. Chipboard: 3mm thick (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	pc	155.00	310.00
11	<b>DATA FOLDER</b> 1. TECHNICAL SPECIFICATIONS 1.1. Horizontal 1.2. Dimension: Width: 75mm (min), Height: 230mm (min), Length: 380mm (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	201	pc	156.67	31,490.67
12	<b>ENVELOPE, documentary, A4</b> 1. TECHNICAL SPECIFICATIONS 1.1. 500pcs/box  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	box	775.00	775.00
13	<b>ENVELOPE, expanding, plastic</b> 1. TECHNICAL SPECIFICATIONS 1.1. Size (LxW) (min): 380mm x 260mm 1.2. Thickness (min): 0.50mm 1.3. Expansion (min): 30mm 1.4. with elastic strap  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	17	pc	82.50	1,402.50
14	<b>ENVELOPE, mailing</b> 1. TECHNICAL SPECIFICATIONS 1.1. 70gsm 1.2. 500pcs/box  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	box	406.67	406.67
15	<b>FILE TAB DIVIDER, bristol board, for A4</b> 1. TECHNICAL SPECIFICATIONS 1.1. 5 colors/set  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	40	set	17.50	700.00
16	<b>FILE TAB DIVIDER, legal</b> 1. TECHNICAL SPECIFICATIONS	65	set	35.33	2,296.45

	<p>1.1. 5 colors/set</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>				
17	<p><b>FOLDER, L-type, A4</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. plastic</p> <p>1.2. assorted colors</p> <p>1.3. 50pcs/pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	3	pack	330.00	990.00
18	<p><b>FOLDER, with tab, A4</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Material: tagboard/ carrier/ foldcote/ cusptock board</p> <p>1.2. 100 pcs/pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	3	pack	390.00	1,170.00
19	<p><b>INDEX TAB, self-adhesive, transparent</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 5 sets per box, 1 set composed of 2-pieces 6" tab strip and 2 complete alphabets</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	5	box	95.33	476.65
20	<p><b>MAGAZINE FILE BOX, large</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Dimension: 200mm (min) x 110mm (min) x 265mm (min) (LxWxH)</p> <p>1.2. Chipboard: 3mm thick (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	5	pc	198.00	990.00
21	<p><b>PAPER CLIP, vinyl/plastic coated</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. vinyl/plastic coated</p> <p>1.2. ~33mm</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	39	box	11.00	429.00
22	<p><b>PAPER CLIP, vinyl/plastic coated</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. vinyl/plastic coated</p> <p>1.2. ~50mm</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7</p>	24	box	24.50	588.00

	calendar days upon issuance of NTP				
23	<b>PENCIL, lead, with eraser</b> 1. TECHNICAL SPECIFICATIONS 1.1. lead, with eraser 1.2. 12pcs/box  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	10	box	87.50	875.00
24	<b>RUBBER BAND, No. 18</b> 1. TECHNICAL SPECIFICATIONS 1.1. 350 grams (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	7	box	223.33	1,563.31
25	<b>CUTTER/UTILITY KNIFE, for general purpose</b> 1. TECHNICAL SPECIFICATIONS 1.1. for general purpose 1.2. with anti-slip grip plastic molded body 1.3. with built-in blade snapper  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	7	pc	39.00	273.00
26	<b>DATING AND STAMPING MACHINE</b> 1. TECHNICAL SPECIFICATIONS 1.1. steel and plastic or sturdy all plastic frame 1.2. 4 band date and 12 year band 1.3. with locking mechanism 1.4. with self inking stamp 1.5 with removable and refillable ink pad, single color 1.6. size of imprint: 30mm x 45mm (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	4	pc	245.00	980.00
27	<b>PENCIL SHARPENER, manual, single cutter head</b> 1. TECHNICAL SPECIFICATIONS 1.1. manual, single cutter head  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	4	pc	348.33	1,393.32
28	<b>PUNCHER, paper, heavy duty</b> 1. TECHNICAL SPECIFICATIONS 1.1. punching capacity: 30sheets of 70gsm multipurpose paper 1.2. with 2 hole guide 1.3. diameter of hole: 7mm (approx)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	8	pc	181.67	1,453.36

29	<b>STAPLER, standard type</b> 1. TECHNICAL SPECIFICATIONS 1.1. loading capacity: 200 staples (min) 1.2. staple pusher shall be a metal piece not spring  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	13	pc	222.00	2,886.00
30	<b>STAPLE REMOVER, plier type</b> 1. TECHNICAL SPECIFICATIONS 1.1. plier type  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	17	pc	77.00	1,309.00
31	<b>TAPE DISPENSER, table top</b> 1. TECHNICAL SPECIFICATIONS 1.1. heavy duty 1.2. body made of rigid plastic, smooth finish: weighted 1.3. non-skid full rubber base  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	10	pc	200.67	2,006.70
32	<b>CALCULATOR, compact</b> 1. TECHNICAL SPECIFICATIONS 1.1. width: 100mm-130mm 1.2. LCD Display 1.3. capacity: 12 digits 1.4. two-way power source (solar and cell)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	12	unit	405.33	4,863.96
33	<b>TONER CART</b> 1. TECHNICAL SPECIFICATIONS 1.1. HP CE278A, Black  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	cart	9238.00	9,238.00
34	<b>TONER CART</b> 1. TECHNICAL SPECIFICATIONS 1.1. HP CE285A (HP85A), Black  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	cart	4050.00	8,100.00
35	<b>PHILIPPINE NATIONAL FLAG</b> 1. TECHNICAL SPECIFICATIONS 1.1. Length: 1,828.8mm (6') (-3mm) 1.2. width: 914.4 mm ("3') (-3mm) 1.3. Material: 100% polyester  2. DELIVERY	5	pc	650.00	3,250.00

	2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP				
36	<b>SIGN PEN</b> 1. TECHNICAL SPECIFICATIONS 1.1. Black, .5mm, need type 1.2. Type: Liquid or Gel  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	14	pc	47.50	665.00
37	<b>SIGN PEN</b> 1. TECHNICAL SPECIFICATIONS 1.1. Red, .5mm, need type 1.2. Type: Liquid or Gel  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	7	pc	47.50	332.50
38	<b>SURGICAL MASK, 3-ply</b> 1. TECHNICAL SPECIFICATIONS 1.1. Disposable 1.2. Ear Loop 1.3. wired  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	500	pc	10.00	5,000.00
39	<b>LABELLER TAPE</b> 1. TECHNICAL SPECIFICATIONS 1.1. 9 mm 1.2. compatible with Casio KL820-W labeler 1.3. black on blue and white tape 1.4. 5pcs each for blue and white tape  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	10	pc	600.00	6,000.00
40	<b>Board paper, white, A4 size</b> 1. TECHNICAL SPECIFICATIONS 1.1. 10 sheets/pack  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	35	pack	87.50	3,062.50
41	<b>Sign Here Tape Flags 680-3M</b> 1. TECHNICAL SPECIFICATIONS 1.1. Green or Yellow 1.2. 1x1.7 inches  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	30	pad	132.00	3,960.00
42	<b>Storage Box Multi-Tray</b> 1. TECHNICAL SPECIFICATIONS	3	pc	815.00	2,445.00

	<p>1.1. 6 layer</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>				
43	<p><b>Photo Paper MATTE FINISH</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 146 GSM</p> <p>1.2. 10 sheets per pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	20	pack	230.00	4,600.00
44	<p><b>PAPER, PHOTO, matte premium quality</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 146 GSM</p> <p>1.2. A4 size 20 sheets per pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP"</p>	9	pack	700.00	6,300.00
45	<p><b>TAPE FLAGS</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 5 Colors Regular</p> <p>1.2. 44 X 12MM</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	25	pack	84.67	2,116.75
46	<p><b>Special paper</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. hard, for calling card, white</p> <p>1.2. 10 pcs/pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	5	pack	248.33	1,241.65
47	<p><b>Heavy-duty Glue</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. superior bonding strength on all surfaces</p> <p>1.2. Impact, heat and water resistant</p> <p>1.3. 3g or bigger</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	10	tube	95.00	950.00
48	<p><b>Sticker Paper</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. A4</p> <p>1.2. Matte</p> <p>1.3. 10 pcs/pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	5	pack	65.00	325.00



49	<b>Duct Tape 2"</b> 1. TECHNICAL SPECIFICATIONS 1.1. 15 yards (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	10	roll	115.00	1,150.00
50	<b>Double Sided Tape</b> 1. TECHNICAL SPECIFICATIONS 1.1. size: 1 inch  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	35	roll	36.67	1,283.45
51	<b>FOLDER, REPORT COVER, A4 size</b> 1. TECHNICAL SPECIFICATIONS 1.1. acetate cover 1.2. cardboard back cover 1.3. expandable with fastener 1.4. blue or green colors  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	30	pc	32.33	969.90
52	<b>Manila Paper</b> 1. TECHNICAL SPECIFICATIONS 1.1. 10 sheets per pack.  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	5	pack	63.33	316.65
53	<b>BALLPEN, for desk top with Coil cord</b> 1. TECHNICAL SPECIFICATIONS 1.1. 24 g, blue ink only  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	5	pc	180.00	900.00
54	<b>PAPER, STICKER, for Laserjet Printer</b> 1. TECHNICAL SPECIFICATIONS 1.1. Matte or glossy 1.2. 20 pieces per pack Colors: Neon green (10 pcs) and White (10 pcs)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	20	pack	135.00	2,700.00
55	<b>Refill ink pads</b> 1. TECHNICAL SPECIFICATIONS 1.1. for 4 stamps (4912)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	pc	175.00	350.00

56	<b>NOTE PAD</b> 1. TECHNICAL SPECIFICATIONS 1.1. Stick on 50 mmx 50 mm (2"x 2") min 1.2. sheet thickness: 0.09mm min, 72 gsm min. 1.3. 400 sheets per cube, assorted colors  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	10	pad	90.00	900.00
57	<b>Envelope, Expanding</b> 1. TECHNICAL SPECIFICATIONS 1.1. Plastic with Push Lock or Snap Button 1.2. Clear, Legal Size  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	30	pc	90.00	2,700.00
58	<b>PVC Book Binding Cover</b> 1. TECHNICAL SPECIFICATIONS 1.1. transparent binding covers 1.2. leather grain and glossy binding covers 1.3. plastic binding combs 1.4. PP binding cover in variety, size: A4, 100pcs/pack  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	pack	815.00	815.00
59	<b>Tape Cartridge</b> 1. TECHNICAL SPECIFICATIONS 1.1. Tze-221, 9mm 1.2. Black on White Tape  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	7	pc	425.00	2,975.00
60	<b>Special Paper, A4, Blue</b> 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	ream	500.00	1,000.00
61	<b>Special Paper, A4 Pink</b> 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	ream	500.00	500.00
62	<b>Multicolor Paper, Yellow, legal size</b> 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream	1	ream	530.00	530.00

	<p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>				
63	<p><b>Colored Bond/Multicopy Paper</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 80gsm</p> <p>1.2. Legal, Green</p> <p>1.3. 500pcs/ream</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	3	ream	380.00	1,140.00
64	<p><b>RULER</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. plastic, 450mm (12")</p> <p>1.2. width: 38mm min.</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	6	pc	20.00	120.00
65	<p><b>PAPER, STICKER, for Laserjet Printer</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. A4 size, Matte or glossy</p> <p>1.2. 10 pieces per pack, White colors</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	5	pack	230.00	1,150.00
66	<p><b>Storage Box, Plastic with Lid</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. High Impact and Resistant</p> <p>1.2. 95L (Minimum Capacity)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	6	unit	600.00	3,600.00
67	<p><b>Labeler tape cartridge</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. compatible with Casio KL820-W labeler</p> <p>1.2. black on blue tape</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	5	pc	1100.00	5,500.00
68	<p><b>Battery</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. size AAA, rechargeable</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	6	pc	465.00	2,790.00
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>					<b>Php 203,264.82</b>

## 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.