



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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement:Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Oct-27-2023, 2:00 PM		
<b>RFQ No.:</b>	23-10-4587	<b>Date:</b>	October-23-2023
<b>PR No.:</b>	GAA-23-10-17782	<b>Date:</b>	October-17-2023

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><b>Supply, Delivery and Installation of Frosted Sticker</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply, Delivery, and Installation of Frosted Sticker, for the DOST-ASTI Main Entrance Automatic Glass Door, Back Automatic Glass Door, and Roof Deck Swing Glass Door with approximate are of 368.9 square feet.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Frosted Sticker</p> <p>2.1.1. Application of frosted sticker adhesives for glass doors.</p> <p>2.1.2. Location: Main/Front Entrance - Automatic Glass Door</p> <p>2.1.2.1. Size: 2 ft (W) x 7.55 ft (H)</p> <p>2.1.2.1.1. Quantity: 2 units</p> <p>2.1.2.2. Size: 3 ft (W) x 9 ft (H)</p> <p>2.1.2.2.1. Quantity: 4 units</p> <p>2.1.2.3. Size: 3 ft (W) x 8.2 ft (H)</p> <p>2.1.2.3.1. Quantity: 2 units</p> <p>2.1.3. Location: Back Entrance - Automatic Glass Door</p> <p>2.1.3.1. Size: 3 ft (W) x 8.75 ft (H)</p>	1	lot	72000.00	72,000.00

2.1.2.1.1. Quantity: 2 units  
 2.1.3.2. Size: 3 ft (W) x 8 ft (H)  
 2.1.3.2.1. Quantity: 2 units  
 2.1.4. Location: Roof Deck Swing Glass Door  
 2.1.4.1. Size: 3 ft (W) x 6.75 ft (H)  
 2.1.4.1.1. Quantity: 4 units  
 2.2. Dimensions given above are approximate and may vary depending on the size and design. Minimum variations (+/- 10%) shall be accepted by the end-user.  
 2.3. The supplier must conduct an actual measurement of the glass panels before application or installation. The supplier shall take into consideration all such conditions that may affect the work under this contract.  
 2.4. The Design for each door is specified in "Annex A".  
 2.5. The color intensity of the design must be heightened to make the colors pop out in contrast to the background when printed on the frosted sticker. The supplier must provide color samples duly approved by the end-user before application or installation.

**3. WARRANTY TERMS**

3.1. The goods must carry a twelve (12)-month warranty, which shall commence from the date of end-user acceptance.

**4. DELIVERY AND PAYMENT TERMS**

4.1. Delivery of goods and services shall be made until 01 December 2023 upon approval of designs.  
 4.2. Payment shall be made upon certification/acceptance by the end-user to the effect that the Goods and Service have been delivered in accordance with the terms of the contract and have been duly inspected and accepted. No payment shall be made for supplies and materials not yet delivered under this contract.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 72,000.00**

**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.