



**ASTI-FM 03-10**  
**REV 5/ 30 APR 2024**

**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>	Aug-12-2024, 2:00 PM		
<b>RFQ No.:</b>	24-08-4952	<b>Date:</b>	August-07-2024
<b>PR No.:</b>	ALAM-24-08-19706	<b>Date:</b>	August-01-2024

*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>Earpad/Earmuffs Replacement Foam compatible with Edifier W820NB (8 pcs)</b></p> <p>1. GENERAL STATEMENT</p> <p>1.1 The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF EIGHT (8) PIECES EARPAD/EARMUFFS REPLACEMENT FOAM COMPATIBLE WITH EDIFIER W820NB.</p> <p>1.2 The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges (e.g. VAT, OTC, termination, duties, etc.).</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Original replacement Earpad for W820NB headphone, one (1) pair</p> <p>2.2 Breathable material</p> <p>2.3 Easy to install with clip on design</p> <p>2.4 Material: Protein skin and memory foam</p> <p>2.5 Color: Black/ Blue/ Red/ Yellow</p> <p>2.6 Suitable Models: Edifier W820NB Bluetooth Headphone</p> <p>3. WARRANTY AND SERVICES</p> <p>3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery</p>	8	pc	759.00	6,072.00

	<p>issues.</p> <p>3.2 Defective/Incorrect items shall be replaced.</p> <p>3.3 One (1) year warranty.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1 Delivery of the service shall start not later than ten (10) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2 Payment shall be made only upon certification/acceptance by the end-user that the goods are delivered in accordance with the terms of this Contract and are duly inspected and accepted.</p> <p>4.3 No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p>				
2	<p><b>Earpad/Earmuffs Replacement Foam compatible with JBL Tune 700 BT (8 pcs)</b></p> <p>1. GENERAL STATEMENT</p> <p>1.1 The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF EIGHT (8) PIECES OF EARPAD/EARMUFFS REPLACEMENT FOAM COMPATIBLE WITH JBL TUNE 700 BT.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges (e.g. VAT, OTC, termination, duties, etc.).</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Original replacement Earpad for JBL 700 BT headphone, one (1) pair</p> <p>2.2 Breathable material</p> <p>2.3 Easy to install with clip on design</p> <p>2.4 High elasticity, durable and soft</p> <p>2.5 Material: Protein skin and memory foam</p> <p>2.6 Color: Black/Blue</p> <p>2.7 Suitable Models: JBL Tune 700BT, 700BTNC, 750BT, 750 BTNC Bluetooth Headphone</p> <p>3. WARRANTY AND SERVICES</p> <p>3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues.</p> <p>3.2 Defective/Incorrect items shall be replaced.</p> <p>3.3 One (1) year warranty.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1 Delivery of the service shall start not later than ten (10) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2 Payment shall be made only upon certification/acceptance by the end-user that the goods are delivered in accordance with the terms of this Contract and are duly inspected and accepted.</p> <p>4.3 No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p>	8	pc	1485.00	11,880.00
3	<p><b>Easy Hybrid Monitor Arm with Laptop Tray (24 units)</b></p> <p>1. GENERAL STATEMENT</p>	24	unit	6655.00	159,720.00

	<p>1.1 The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF TWENTY-FOUR (24) UNITS OF EASY HYBRID MONITOR ARM WITH LAPTOP TRAY.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges (e.g. VAT, OTC, termination, duties, etc.).</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1 Monitor:</p> <p>2.1.1 Size: Suitable for 17-32inch size</p> <p>2.1.2 Weight: 8Kg</p> <p>2.1.3 Side-by-side and top-and-bottom configuration</p> <p>2.2 Laptop Tray   Detachable</p> <p>2.2.1 Size: 13-17inch size   6 kg</p> <p>2.2.2 Bracket rotation and adjustability rotates 360° and Tilts 45°</p> <p>2.3 Arm</p> <p>2.3.1 Capacity: 3-12kg</p> <p>2.3.2 Swivel: 360°</p> <p>2.3.3 Extend: 450mm</p> <p>2.3.4 Lift: 600mm</p> <p>2.4 VESA: 75 x 75 mm / 100 x 100 mm   Detachable design   Adjustable side clamps</p> <p>2.4.1 Tilt: Upward 35° / Downward 35°</p> <p>2.4.2 Swivel: 180°</p> <p>2.4.3 Rotation: 360°</p> <p>2.5 Heavy Duty C-Clamp Mount</p> <p>2.5.1 Desktop Thickness: 0.3" to 3.1" (10mm to 80mm)   Desktop Depth: 2.1" (55mm)</p> <p>2.6 Cable Management:</p> <p>2.6.1 Fits two (2) Cables (per arm)</p> <p>2.7 Make:</p> <p>2.7.1 Premium aluminum, steel and PVC with gas spring for height adjustment</p> <p>2.8 Color:</p> <p>2.8.1 Black (Preferred)</p> <p><b>3. WARRANTY AND SERVICES</b></p> <p>3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues.</p> <p>3.2 Defective/Incorrect items shall be replaced.</p> <p>3.3 One (1) year warranty.</p> <p><b>4. DELIVERY AND PAYMENT TERMS</b></p> <p>4.1 Delivery of the service shall start not later than ten (10) calendar days upon issuance of NTP.</p> <p>4.2 Payment shall be made only upon certification/acceptance by the end-user that the goods are delivered in accordance with the terms of this Contract and are duly inspected and accepted.</p> <p>4.3 No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p>				
4	<p><b>Portable 2TB Storage with Password Protection (Plug &amp; Play) (1 unit)</b></p> <p>1. GENERAL STATEMENT</p> <p>1.1 The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF ONE (1)</p>	1	unit	5775.00	5,775.00

UNIT OF PORTABLE 2TB STORAGE WITH PASSWORD PROTECTION (PLUG & PLAY).

1.2 The ABC is inclusive of all applicable government taxes and service charges (e.g. VAT, OTC, termination, duties, etc.)

## 2. TECHNICAL SPECIFICATIONS

2.1 Capacity: 2TB

2.2 Plug and play

2.3 USB 3.0 capable

2.4 Compatibility: Most Operating Systems like Windows, MacOS and Chrome OS

## 3. WARRANTY AND SERVICES

3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues.

3.2 Defective/Incorrect items shall be replaced.

3.3 One (1) year warranty.

## 4. DELIVERY AND PAYMENT TERMS

4.1 Delivery of the service shall start not later than ten (10) calendar days upon issuance of NTP.

4.2 Payment shall be made only upon certification/acceptance by the end-user that the goods are delivered in accordance with the terms of this Contract and are duly inspected and accepted.

4.3 No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.

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

**Php 183,447.00**

## 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.