



**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>	Jun-07-2024, 2:00 PM		
<b>RFQ No.:</b>	24-05-4845	<b>Date:</b>	June-03-2024
<b>PR No.:</b>	GAA-24-05-19273	<b>Date:</b>	May-27-2024

*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>RAM</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of five (5) lots of RAM, which will be used for laptop upgrade.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 2 x 32GB DDR4 2666Mhz SoDIMM</p> <p>2.2. Compatible with MSI GP65 Leopard laptops</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. Items must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the items are completely delivered, inspected, and accepted by the end-user. No payment shall be made for items not delivered under this contract.</p>	5	lot	14200.00	71,000.00

2	<p><b>RAM</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of RAM, which will be used for laptop upgrade.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 1x16gb DDR4 2400MHz SoDIMM</p> <p>2.2. Compatible with Lenovo Thinkpad L380</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. Item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for items not delivered under this contract.</p>	1	pc	4356.00	4,356.00
3	<p><b>RAM</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) lot of RAM, which will be used for laptop upgrade.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 2x16GB DDR4 2933MHz SoDIMM</p> <p>2.2. Compatible with Dell G5 15 5500 laptop</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. Item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for items not delivered under this contract.</p>	1	lot	4048.00	4,048.00
4	<p><b>LCD Screen Replacement and Hinge Repair</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the repair of defective laptop screen and hinge of Acer Travelmate TMP215-52G-729R laptop.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Replacement of LCD Screen</p> <p>2.1.1. 15.6" FHD IPS LED ComfyView</p> <p>2.1.2. Genuine or OEM</p> <p>2.3. Repair of laptop hinge</p>	1	lot	10670.00	10,670.00

	<p>2.4. With labor</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty on parts and labor</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. Item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for items not delivered under this contract.</p>				
5	<p><b>Laptop Battery</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of laptop battery, as a replacement for HP EliteBook 840 G8 Notebook PC's defective battery.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. compatible with HP EliteBook 840 G8 Notebook PC</p> <p>2.2. Laptop battery part number CC03XL</p> <p>2.3. 53Wh, 4400mAh, 11.55V</p> <p>2.4. Rechargeable li-polymer battery</p> <p>2.5. Genuine or OEM</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. Item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for items not delivered under this contract.</p>	1	pc	5940.00	5,940.00
6	<p><b>Laptop Charger</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of laptop charger, as a replacement of Acer Travelmate P2510-G2-MG's defective battery.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Compatible with Acer Travelmate P2510-G2-MG</p> <p>2.2. Power cable + AC Adapter</p> <p>2.3. 65W</p> <p>2.4. Genuine or OEM</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty</p>	1	pc	2530.00	2,530.00

	<p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. Item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for items not delivered under this contract.</p>				
7	<p><b>Laptop Charger</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of laptop charger, as a replacement for the HP Pro Book 440 G7's defective battery.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Compatible with HP Pro Book 440 G7</p> <p>2.2. Power cable + AC Adapter</p> <p>2.3. USB-C connector</p> <p>2.4. 65W</p> <p>2.5. Genuine or OEM</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. Item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for items not delivered under this contract.</p>	1	pc	2695.00	2,695.00

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

**Php 101,239.00**

**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.