



ASTI-FM 03-10
REV 4/ 9 MAR 2022

DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Jun-24-2024, 2:00 PM		
RFQ No:	24-06-4876	Date:	2024-06-19
PR No:	ALAM-24-06-19394	Date:	2024-06-13
	GAA-24-06-19409		2024-06-14

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

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>CANVASS BAG FOR ASTICON – 300pcs</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Three Hundred (300) Pieces Market Tote Bags, to be used for the ASTICon Event.</p> <p>1.2 The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING</p> <p>2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.</p> <p>2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p>	300	pc	170.50	51,150.00

	<p>3.1 Description: Canvass tote bag 3.2 Quantity: Three hundred (300) pieces 3.3 Color: Preferably off-white canvass 3.4 Dimensions (Approximate): 26cm (w) x 35cm (h) 3.5 Handle (Approximate): 25 in (length) X 1 in (width) 3.6 Material: Canvass 3.7 Print: Sublimation 3.8 Design and Layout 3.8.1 The layout attached to the Request for Quotation (RFQ) is subject to change (minimum changes only). 3.8.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of Notice to Proceed (NTP). 3.8.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>4. WARRANTY AND AFTER SALES SUPPORT 4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues. 4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS 5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample. 5.2 Price must be inclusive of government taxes and other charges. 5.3 Payment upon complete delivery. 5.4 Charged to ALaM.</p>				
2	<p>CUSTOMIZED POP PHONE HOLDER FOR ASTICON – 300pcs</p> <p>1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Three Hundred (300) Pieces Customized Pop Phone Holders, to be used for the ASTICon Event. 1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING 2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract. 2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof. 2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity</p>	300	pc	41.25	12,375.00

	<p>materials, including any and all variants.</p> <p>3. SPECIFICATIONS</p> <p>3.1 Color: Black (Preferred)</p> <p>3.2 Quantity: Three hundred (300) pieces</p> <p>3.3 Material: Durable plastic</p> <p>3.4 Grip Type: Preferably pop-grip</p> <p>3.5 With individual packaging</p> <p>3.6 Design and Layout</p> <p>3.6.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>3.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>3.6.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>4. WARRANTY AND AFTER-SALES SUPPORT</p> <p>4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>5.2 Price must be inclusive of government taxes and other charges.</p> <p>5.3 Payment upon complete delivery.</p> <p>5.4 Charged to ALaM.</p>				
3	<p>CUSTOMIZED MINIMALIST NOTEBOOK FOR 300pcs</p> <p>1. GENERAL OVERVIEW</p> <p>1.2 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Three Hundred (300) Pieces Customized Minimalist Notebook, to be used for the ASTICon Event.</p> <p>1.3 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING</p> <p>2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p>	300	pc	143.00	42,900.00

	<p>3. SPECIFICATION</p> <p>3.1 Description: Notebook (Hardbound)</p> <p>3.2 Quantity: Three hundred (300) pieces</p> <p>3.3 Color: Black (Preferred)</p> <p>3.4 Dimensions: A5 size or approximately 8.3 inches x 5.5 inches</p> <p>3.5 Material: Hardbound matte cover with elastic closure/strap</p> <p>3.6 Leaves/Pages: At least eighty (80) leaves/pages</p> <p>3.7 Design and Layout</p> <p>3.7.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>3.7.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>3.7.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>4. WARRANTY AND AFTER-SALES SUPPORT</p> <p>4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>5.2 Price must be inclusive of government taxes and other charges.</p> <p>5.3 Payment upon complete delivery.</p> <p>5.4 Charged to ALaM.</p>				
4	<p>MULTIFUNCTION BLUE BALLPEN FOR ASTICON – 300pcs</p> <p>1. GENERAL OVERVIEW</p> <p>1.2 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Three Hundred (300) Multifunctional Blue Ballpen, to be used for the ASTICon Event.</p> <p>1.3 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING</p> <p>2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity</p>	300	pc	41.80	12,540.00

<p>materials, including any and all variants.</p> <p>3. SPECIFICATION 3.1 Description: Multifunction pen 3.2 Color: Silver or gray (preferred) 3.3 Ink: Blue 3.4 Quantity: Three hundred (300) pieces 3.5 Design and Layout 3.5.1 The layout attached to the RFQ is subject to change (minimum changes only). 3.5.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP. 3.5.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>4. WARRANTY AND AFTER-SALES SUPPORT 4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues. 4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS 5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample. 5.2 Price must be inclusive of government taxes and other charges. 5.3 Payment upon complete delivery. 5.4 Charged to ALaM.</p>				
<p>5 AUTOMATIC UMBRELLA - TOKENS FOR TRAININGS/ACTIVITIES 1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) Pieces Umbrella, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc. 1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING 2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract. 2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof. 2.3 A close-up of an umbrella 2.4 Description automatically generatedThe external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI</p>	100	pc	393.25	39,325.00

	<p>name and logo branding/identity materials, including any and all variants.</p> <p>3. SPECIFICATION</p> <p>3.1 Description: Three-fold, automatic umbrella</p> <p>3.2 Quantity: One hundred (100) pieces</p> <p>3.3 Color: Navy blue (preferred)</p> <p>3.4 Size: At least twenty-one (21) inches</p> <p>3.5 Material:</p> <p>3.5.1 Thick fiber ribs or better</p> <p>3.5.2 Waterproof</p> <p>3.5.3 UV protect backing</p> <p>3.6 Design and Layout</p> <p>3.6.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>3.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>3.6.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>4. WARRANTY AND AFTER SALES SUPPORT</p> <p>4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>5.2 Price must be inclusive of government taxes and other charges.</p> <p>5.3 Payment upon complete delivery.</p> <p>5.4 Charged to ALaM.</p>				
6	<p>POLO SHIRT (EMBROIDERED) - TOKENS FOR TRAINING/ACTIVITIES</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Sixty (60) pieces Polo Shirts, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING</p> <p>2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall</p>	60	pc	715.00	42,900.00

issue a signed certification thereof.
 2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. SPECIFICATIONS

- 3.1 Description: Polo shirt
- 3.2 Quantity: Sixty (60) pieces
- 3.3 Color: Preferably navy blue and teal
- 3.4 Fabric: Cotton (honeycomb)
- 3.5 Embroidered Frontal and dorsal design
- 3.6 With individual plastic packaging
- 3.7 Sizes:
 - 3.7.1 XS, S, M, L, XL, XXL, XXXL, 7XL
 - 3.7.2 Breakdown of sizes will be provided by the end-user within five (5) calendar days upon issuance of NTP.
 - 3.7.3 No additional charges to DOST-ASTI for XL, XXL, XXXL, and 7XL sizes.
- 3.8 Design and Layout
 - 3.8.1 The layout attached to the RFQ is subject to change (minimum changes only).
 - 3.8.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.
 - 3.8.3 Supplier must submit one (1) customized sample polo shirt similar to the design provided by the end-user (with similar approved swatches or cloth) which shows sample craftsmanship with sample embroidery within ten (10) calendar days upon receipt of final design from end-user.
 - 3.8.4 Maximum Number of Revisions: Three (3) only

4. WARRANTY AND AFTER-SALES SUPPORT

- 4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.
- 4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

- 5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.
- 5.2 Price must be inclusive of government taxes and other charges.
- 5.3 Payment upon complete delivery.
- 5.4 Charged to ALaM.

7	<p>LAPTOP SLEEVES - TOKENS FOR</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) pieces Laptop Sleeves, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p>	100	pc	780.00	78,000.00
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2. DOST-ASTI LOGO AND BRANDING
 2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.
 2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.
 2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. SPECIFICATIONS

3.1 Preferred Color: Navy blue + brown for strap
 3.2 Material: Preferably neoprene
 3.3 Size (Approximate): 37cm x 28cm (Can fit 14- and 15-inches laptops)
 3.4 Special Features:
 3.4.1 Water resistant
 3.4.2 Zipperless enclosure with built-in strap
 3.4.3 Preferably constructed of dense memory foam for protection
 3.5 With individual plastic packaging
 3.6 Design and Layout
 3.6.1 The layout attached to the RFQ is subject to change (minimum changes only).
 3.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.
 3.6.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.

4. WARRANTY AND AFTER-SALES SUPPORT

4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.
 4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.
 5.2 Price must be inclusive of government taxes and other charges.
 5.3 Payment upon complete delivery.
 5.4 Charged to ALaM.

8	MEMO PAD - TOKENS FOR TRAINING/ACTIVITIES 1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) pieces Memo Pad, to be used as promotional material during information, education and	200	pc	171.50	34,100.00
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communication campaigns, signing/turnover activities with partners/stakeholders, etc.
 1.2 The ABC is inclusive of all applicable government taxes and service charges.

2. DOST-ASTI LOGO AND BRANDING

2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.

2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. SPECIFICATIONS

3.1 Color: Navy blue and white

3.2 Material: Preferably uncoated text paper

3.3 Sizes (Approximate): 3 x 3 inches (cube)

3.4 Printing: At least one (1) color print on three (3) sides

3.5 Design and Layout

3.5.1 The layout attached to the RFQ is subject to change (minimum changes only).

3.5.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

3.5.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary

4. WARRANTY AND AFTER-SALES SUPPORT

4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.

4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.

5.2 Price must be inclusive of government taxes and other charges.

5.3 Payment upon complete delivery.

5.4 Charged to ALaM.

9	CUSTOMIZED LANYARD - TOKENS FOR TRAINING/ACTIVITIES	100	pc	135.00	13,500.00
	1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) pieces Customized Lanyard, to be used as promotional material during information, education and communication campaigns, signing/turnover				

activities with partners/stakeholders, etc.

1.2 The ABC is inclusive of all applicable government taxes and service charges.

2. DOST-ASTI LOGO AND BRANDING

2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.

2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. SPECIFICATIONS

3.1 Customized lanyard with buckle clip, universal string, and dog clip

3.2 Color: Preferably navy blue

3.3 Material: Preferably made of polycotton subli-lace

3.4 Size

3.4.1 At least one-inch width

3.4.2 At least thirty-seven inches in length

3.5 Printing: Preferably sublimation print

3.6 Design and Layout

3.6.1 The layout attached to the RFQ is subject to change (minimum changes only).

3.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

3.6.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.

4. WARRANTY AND AFTER-SALES SUPPORT

4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.

4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.

5.2 Price must be inclusive of government taxes and other charges.

5.3 Payment upon complete delivery.

5.4 Charged to ALaM.

10	Customized Reversible Jacket with logo and text printing 1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking qualified and competent	60	pc	2,000.00	120,000.00
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bidder for the Supply and Delivery of sixty (60) pieces Customized Reversible Jacket with logo and text printing to be used as project tokens during information, education, and communication campaigns; signing/turnover activities with partners/stakeholders; etc.

1.2 The ABC is inclusive of all applicable government taxes and service charges.

2. DOST-ASTI LOGO AND BRANDING

2.1 Use of DOST-ASTI name and logo branding/identity materials, including all variants, provided to the external provider/contractor/supplier shall be for the intended and authorized purpose under the issued PO and/or contract.

2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including all variants.

3. SPECIFICATION

3.1 Description: Customized corporate reversible jacket

3.2 Color: Gray and mustard yellow

3.3 Fabric: Microfiber and cotton twill

3.4 Two (2) side inset slash pockets with durable plastic zipper

3.5 Adjustable snap cuff

3.6 Embroidered frontal and dorsal design

3.7 Sizes:

3.7.1 XS, S, M, L, XL, XXL, XXXL

3.7.2 Breakdown of sizes will be provided by the end-user within five (5) calendar days upon issuance of NTP.

3.7.3 No additional charges to DOST-ASTI for XL, XXL, and XXXL sizes.

3.8 Design and Layout

3.8.1 The layout attached to the RFQ is subject to change (minimum changes only).

3.8.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

3.8.3 Supplier must submit one (1) customized sample jacket similar to the design provided by the end-user (with similar approved swatches or cloth) which shows sample craftsmanship with sample embroidery within ten (10) calendar days upon receipt of final design from end-user.

3.8.4 Maximum three (3) revisions, if necessary.

4. WARRANTY AND AFTER SALES SUPPORT

4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.

	<p>4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>5.2 Price must be inclusive of government taxes and other charges.</p> <p>5.3 Payment upon complete delivery.</p> <p>5.4 Charged to iTANONG.</p>				
11	<p>Customized Insulated Tumbler with logo and text printing</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Fifty (50) pieces Customized Customized Insulated Tumbler with logo and text printing to be used as project tokens during information, education, and communication campaigns; signing/turnover activities with partners/stakeholders; etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING</p> <p>2.1 Use of DOST-ASTI name and logo branding/identity materials, including all variants, provided to the external provider/contractor/supplier shall be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including all variants.</p> <p>3. SPECIFICATION</p> <p>3.1 Description: Customized stainless-steel insulated tumbler with handle</p> <p>3.2 Capacity: (+/-) 750 mL</p> <p>3.3 Color: Mustard yellow or gray</p> <p>3.4 Insulation: Keeps beverages hot/cold for up to nine (9) to twelve (12) hours</p> <p>3.5 Material/Make: Double wall insulated stainless steel</p> <p>3.6 Features:</p> <p>3.6.1 Portable handle</p> <p>3.6.2 Reusable straw with cover</p> <p>3.6.3 Multipurpose cup cover</p> <p>3.7 Design and Layout</p> <p>3.7.1 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>3.7.2 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>3.7.3 Final design and layout shall be provided by</p>	50	pc	880.00	44,000.00

	<p>the end-user five (5) calendar days upon issuance of NTP.</p> <p>3.7.4 Supplier must submit one (1) customized sample tumbler similar to the design provided by the end-user within ten (10) calendar days upon receipt of final design from end-user.</p> <p>3.7.5 Maximum three (3) revisions, if necessary.</p> <p>4. WARRANTY AND AFTER SALES SUPPORT</p> <p>4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>5.2 Price must be inclusive of government taxes and other charges.</p> <p>5.3 Payment upon complete delivery.</p> <p>5.4 Charged to iTANONG.</p>				
12	<p>CUSTOMIZED ECOBAG WITH LOGO AND TEXT</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) Pieces Customized Eco Bag, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING</p> <p>2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>3. SPECIFICATIONS</p> <p>3.1 Description: Tote bag with gusset base and zipper</p> <p>3.2 Color: White and orange</p> <p>3.3 Dimensions: 11 in (height) X 14 in (width) X 5 in (depth)</p> <p>3.4 Material: Canvass or cotton twill</p> <p>3.5 Features:</p> <p>3.5.1 With zipper for main compartment</p>	100	pc	350.00	35,000.00

	<p>3.5.2 Have an inner pocket in the middle area</p> <p>3.5.3 Handle (Approximate): 25 in (length) X 1 in (width)</p> <p>3.6 Logos for Printing:</p> <p>3.6.1 Three (3) logos maximum</p> <p>3.6.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>3.7 Design and Layout</p> <p>3.7.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>3.7.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>3.7.3 Samples must be provided by the supplier prior to mass production within ten (10) calendar days upon receipt of final design from end-user. Maximum three (3) revisions, if necessary.</p> <p>4. WARRANTY</p> <p>4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>5.2 Price must be inclusive of government taxes and other charges.</p> <p>5.3 Payment upon complete delivery.</p> <p>5.4 Charged to QCS.</p>				
13	<p>Customized Tumbler with logo and text printing</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) Pieces Customized Tumbler, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING</p> <p>2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p>	100	pc	550.00	55,000.00

	<p>3. SPECIFICATIONS</p> <p>3.1 Description: Customized stainless-steel insulated tumbler with handle</p> <p>3.2 Size (Approximate): At least 700-750 mL</p> <p>3.3 Color: Gray</p> <p>3.4 Material: Stainless steel</p> <p>3.5 Double wall insulated</p> <p>3.6 Features:</p> <p>3.6.1 Portable Handle</p> <p>3.6.2 Straw</p> <p>3.7 Logos for Printing:</p> <p>3.7.1 Three (3) logos maximum</p> <p>3.7.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP</p> <p>3.8 Design and Layout</p> <p>3.8.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>3.8.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>3.8.3 Samples must be provided by the supplier prior to mass production within ten (10) calendar days upon receipt of final design from end-user. Maximum three (3) revisions, if necessary.</p> <p>4. WARRANTY</p> <p>4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>5.2 Price must be inclusive of government taxes and other charges.</p> <p>5.3 Payment upon complete delivery.</p> <p>5.4 Charged to QCS.</p>				
14	<p>Customized Notepad with logo and text printing</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) Pieces Customized Notepad, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. DOST-ASTI LOGO AND BRANDING</p> <p>2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity</p>	100	pc	260.00	26,000.00

materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. SPECIFICATIONS

3.1 Number of Sheet per Pad: One hundred (100) sheets

3.2 Dimensions: A5 size, 148.5 mm x 210 mm (5.8 inches x 8.3 inches)

3.3 Material: 120 GSM ivory brushed vellum paper or similar

3.4 Full color print on one side

3.5 Process: Offset

3.6 Binding: Glued

3.7 Chipboard Backing: At least 1.15 mm thickness

3.8 With design/lay-out to be provided by the end-user

3.9 Logos for Printing:

3.9.1 Three (3) logos maximum

3.9.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP

3.10 Design and Layout

3.10.1 The layout attached to the RFQ is subject to change (minimum changes only).

3.10.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

3.10.3 Samples must be provided by the supplier prior to mass production within ten (10) calendar days upon receipt of final design from end-user. Maximum three (3) revisions, if necessary.

4. WARRANTY

4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.

4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.

5.2 Price must be inclusive of government taxes and other charges.

5.3 Payment upon complete delivery.

5.4 Charged to QCS.

15	<p>Customized Business Card Holder with Pen set with logo and text printing</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) Sets Business Card Holder with Pen, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable</p>	100	pc	490.00	49,000.00
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government taxes and service charges.

2. DOST-ASTI LOGO AND BRANDING

2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.

2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. SPECIFICATIONS

3.1 Description: Customized business card holder with pen set

3.2 Capacity: Fifteen (15) to twenty (20) business cards

3.3 Color: Black

3.4 Material: Leatherette material

3.5 With individual packaging

3.6 3 Logos for Printing:

3.6.1 Three (3) logos maximum

3.6.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP

3.7 Design and Layout

3.7.1 The layout attached to the RFQ is subject to change (minimum changes only).

3.7.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

3.7.3 Samples must be provided by the supplier prior to mass production within ten (10) calendar days upon receipt of final design from end-user. Maximum three (3) revisions, if necessary.

4. WARRANTY

4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.

4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.

5.2 Price must be inclusive of government taxes and other charges.

5.3 Payment upon complete delivery.

5.4 Charged to QCS.

16	Customized Umbrella with logo and text printing 1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking qualified and competent	100	pc	390.00	39,000.00
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1.1 bidders for the Supply and Delivery of One Hundred (100) Pieces Customized Umbrella, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.
1.2 The ABC is inclusive of all applicable government taxes and service charges.

2. DOST-ASTI LOGO AND BRANDING

2.1 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.

2.2 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

2.3 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. SPECIFICATIONS

3.1 Description: Three-fold, automatic umbrella

3.2 Color: Gray

3.3 Size: At least 21 inches

3.4 Material:

3.4.1 Thick fiber ribs

3.4.2 Waterproof

3.4.3 UV protect backing

3.5 Logos for Printing:

3.5.1 Three (3) logos maximum

3.5.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP

3.6 Design and Layout

3.6.1 The layout attached to the RFQ is subject to change (minimum changes only).

3.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

3.6.3 Samples must be provided by the supplier prior to mass production within ten (10) calendar days upon receipt of final design from end-user. Maximum three (3) revisions, if necessary.

4. WARRANTY

4.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.

4.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

5.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.

5.2 Price must be inclusive of government taxes

	and other charges. 5.3 Payment upon complete delivery. 5.4 Charged to QCS.				
17	<p>Polo Shirts (FAD-HR)</p> <p>GENERAL OVERVIEW DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of Three Hundred Fifty (350) Pieces Polo Shirts, to be used as souvenirs or giveaways to 2024 ASTICON. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>DOST-ASTI BRANDING MATERIALS</p> <p>Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>SPECIFICATIONS</p> <p>Description: Polo shirt Quantity: Three hundred fifty (350) pieces Color: Black (Preferred) Fabric: Cotton (Honeycomb) Logos: Embroidered frontal and dorsal logo, event name (ASTICON), and agency name (with agency logos of DOST and DOST-ASTI) The end-user shall provide logos five (5) calendar days upon issuance of Notice to Proceed (NTP). At least three (3) logos Sizes: XS, S, M, L, XL, XXL, XXXL, 4XL and 5XL Breakdown of sizes will be provided by the end-user within five (5) calendar days upon issuance of NTP. No additional charges for XL, XXL, 4XL and 5XL sizes. With individual plastic packaging Design and Layout The layout provided during procurement of polo shirts is subject to change (minimum changes only). Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>Supplier must submit one (1) customized sample polo shirt similar to the design provided by the end-user (with similar approved swatches or cloth) which shows sample craftsmanship with sample embroidery within ten (10) calendar days upon receipt of final design from end-user.</p>	350	pc	500.00	175,000.00

Maximum Number of Revisions: Three (3)

WARRANTY AND AFTER SALES SUPPORT
 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

PAYMENT AND DELIVERY TERMS
 Delivery of polo shirts shall be made by the supplier fifteen (15) calendar days upon approval of final sample. Payment shall be processed upon completion of delivery. Price must be inclusive of government taxes and other charges.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC): **Php 869,790.00**

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.