



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

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| Kind of Procurement Activity: | Negotiated Procurement: Small-value Procurement | | |
| Deadline of Submission of Bids: | Jul-14-2025, 2:00 PM | | |
| RFQ No.: | 25-07-5309 | Date: | July-09-2025 |
| PR No.: | GAA-25-06-21503 | Date: | June-26-2025 |

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.

JEFFREY A. ABOROT
BAC Chairperson

| NO. | TECHNICAL SPECIFICATIONS | QTY | UNIT | UNIT PRICE(Php) | TOTAL PRICE(Php) |
|-----|--|-----|-------|-----------------|------------------|
| 1 | Procurement of Mobile Communication Plan 1. General Overview 1.1. The Department of Science and Technology – Advanced Science and Technology Institute (DOST-ASTI) has developed and deployed computer server systems and sensor devices for disaster-related management and various research applications. These systems require mobile communication services for telemetry and remote communications. 1.2. The Approved Budget for the Contract is PhP 86,256.00, inclusive of all applicable government taxes and service charges (e.g., One-time Charges (OTC), Value-Added Tax (VAT), pre- termination charges, etc.). 1.3. Quantity: Thirty-six (36) Globe SIM cards with mobile communication plans. 1.4. Monthly Recurring Charge (MRC): PhP 599.00 per SIM. 1.5. Duration: Four (4) months, from 01 September 2025 to 31 December 2025. | 4 | month | 21564.00 | 86,256.00 |

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|--|--|--|--|----------------------|
| <p>2. Technical Specifications</p> <p>2.1. The mobile communication service must provide the following features through Globe SIMs:</p> <p>2.1.1. Unlimited texts to all networks</p> <p>2.1.2. Unlimited calls to all networks</p> <p>2.1.3. Mobile data connectivity with 8GB to 10GB per month</p> <p>2.1.4. 5G/LTE-capable SIMs, compatible with standard smartphones and devices</p> <p>2.2. The contract may be subject to future procurement based on the availability of funds and satisfactory performance of the service provider during the contract period.</p> <p>3. Technical Support Services</p> <p>3.1. Technical support must be available Monday to Friday, 9:00 AM – 5:00 PM (Philippine Standard Time, UTC+8), including holidays.</p> <p>3.2. End-users must be able to request technical assistance via phone, email, or the provider's support website.</p> <p>3.3. Response Time: Service provider must respond to high-severity issues (causing serious service degradation) within eight (8) business hours and provide progress updates every five (5) business days until resolution.</p> <p>4. Contract Duration and Possible Extension</p> <p>4.1. The contract shall be effective for a period of four (4) months, commencing upon SIM activation.</p> <p>4.2. Any subsequent procurement for similar services shall be subject to the availability of funds and compliance with government procurement guidelines.</p> <p>5. Payment and Delivery Terms</p> <p>5.1. SIM cards must be activated 15 calendar days upon issuance of Notice to Proceed.</p> <p>5.2. The service provider must coordinate with project managers handling telecommunications at telco.pm@asti.dost.gov.ph for scheduling the SIM delivery and activation.</p> <p>5.3. The service provider must issue monthly Statements of Account (SOAs).</p> <p>5.3.1. SOAs shall be delivered within twenty (20) calendar days after the billing cut-off.</p> | | | | |
| TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC): | | | | Php 86,256.00 |

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.