



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

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	Mar-24-2025, 2:00 PM		
RFQ No.:	25-03-5168	Date:	March-18-2025
PR No.:	GAA-25-03-20780	Date:	March-05-2025

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	WRAPPING PAPER 1. GENERAL OVERVIEW 1.1. The Advanced Science and Technology institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract (ABC) includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Kraft 2.2. Basis Weight (-5%): 65gsm 2.3. Size: 2.3.1. Width (-3mm): 914.4mm (36") 2.3.2. Length (-3mm): 1,219.2mm (48") 2.4. Packaging: 50 sheets per pack 3. DELIVERY AND PAYMENT TERMS 3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed (NTP). 3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the	14	pack	300.00	4,200.00

	end-user. 3.3 Price must be inclusive of government taxes and other charges.				
2	WASTEBASKET 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The ABC includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Square, rectangular, oval or round shape 2.2. Made of rigid plastic 2.3. Thickness (min.): 1.20mm 2.4. Height (min.): 225mm 2.5. 2.5 Full Volume (min.): 8.5 liters 2.6. 2.6 Colors: one (1) color only in Red, Blue or Green 3. DELIVERY AND PAYMENT TERMS 3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP. 3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user. 3.3 Price must be inclusive of government taxes and other charges.	10	pc	110.00	1,100.00
3	DIGITAL VOICE RECORDER 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The ABC includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Built-in Memory: 4GB (expandable) 2.2. Channel: Stereo 2.3. Recording & Playback Format: MP3, WMA, etc. 2.4. Earphone jack 2.5. Built-in microphone 2.6. USB Connectivity 2.7. Functionality: 2.7.1. Voice-operated Recording or equivalent 2.7.2. Noise Cut Filter 2.7.3. Low Cut Filter 2.7.4. Digital Pitch Control 2.7.5. USB Charge 2.8. Battery Life 20 hours (min) (recording mode, MP3128Kbps) 2.9. Rechargeable Lithium-Ion Battery, embedded 2.10. Accessories: 2.10.1. Instruction Manual 2.10.2. Carrying pouch 2.10.3. Hand Strap 3. WARRANTY	1	unit	10000.00	10,000.00

	<p>3.1. Supplier warrants the items against defects in manufacturing and shipping and delivery issues.</p> <p>3.2. Defective and incorrect items shall be replaced within seven (7) calendar days upon receipt of notice from the Property and Supply Section</p> <p>3.3. Warranty period should be at least 1 year.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>4.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>4.3 Price must be inclusive of government taxes and other charges.</p>				
4	<p>GLUE, all-purpose</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Gross Weight (min.): 200 grams</p> <p>2.2. Container: plastic jar</p> <p>2.3. Cap: plastic non-stick easy open twist top</p> <p>2.4. With tapered applicator attached to the cap</p> <p>2.5. Shall not coagulate, separate or discolor during storage. Expiry date of one year (month-day-year) from date of delivery shall stamped on each plastic jar.</p> <p>2.6. Brand shall be engraved/ embossed/ printed on the item.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	16	jar	106.00	1,696.00
5	<p>ENVELOPE, expanding, plastic</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size (LxW) (min): 380mm x 260mm</p> <p>2.2. Thickness (min): 0.50mm</p> <p>2.3. Expansion (min): 30mm</p> <p>2.4. with elastic strap</p> <p>3. DELIVERY AND PAYMENT TERMS</p>	8	pc	130.00	1,040.00

	<p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>				
6	<p>TISSUE, INTERFOLDED PAPER TOWEL</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. <input type="checkbox"/> Basis Weight: 34gsm (+/-2gsm)</p> <p>2.2. <input type="checkbox"/> Sheet Dimension:</p> <p>2.2.1. Width: 200mm (±3mm)</p> <p>2.2.2. Length: 200mm (±3mm)</p> <p>2.3. <input type="checkbox"/> Raw materials from 100% recycled fiber</p> <p>2.4. <input type="checkbox"/> Total number of sheets per pack: 150 pulls</p> <p>2.5. <input type="checkbox"/> Number of Ply: One (1) ply</p> <p>2.6. <input type="checkbox"/> Paper shall be at least Elemental Chlorine Free (ECF)</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges</p>	45	pack	57.00	2,565.00
7	<p>DISHWASHING LIQUID</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Scented</p> <p>2.2. Form: Liquid</p> <p>2.3. Volume: 500ml (net content)</p> <p>2.4. Bottle: Pump dispenser plastic, individually shrink wrapped</p> <p>2.5. With Consumer Product Safety Commission approved or FDA certificate of product registration/notification</p> <p>2.6. PACKAGING: Standard packaging of the manufacturer</p> <p>2.7. With adequate instructions for proper usage and disposal</p> <p>3. DELIVERY AND PAYMENT TERMS</p>	25	btl	210.00	5,250.00

	<p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges</p>				
8	<p>CAR AIR FRESHENER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. High quality</p> <p>2.2. Net content: 2.2 ml.</p> <p>2.3. Easy to use</p> <p>2.4. Lasts up to 45 days.</p> <p>2.5. Small but powerful odor removal.</p> <p>2.6. Provides consistent fragrance release.</p> <p>2.7. Suitable for all car sizes.</p> <p>2.8. Ergonomically-designed, lightweight and compact.</p> <p>2.9. Fragrance: Sky Breeze or Lavander</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	12	pc	233.00	2,796.00
9	<p>COLORED PAPER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 80gsm</p> <p>2.2. Packaging: 500 sheets per ream</p> <p>2.3. Size: Legal</p> <p>2.4. Color: Green</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	2	ream	600.00	1,200.00

10	COLORED PAPER 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The ABC includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Basis Weight: 80gsm 2.2. Packaging: 25 sheets per pack 2.3. Size: A4 2.4. Color: Assorted 3. DELIVERY AND PAYMENT TERMS 3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP. 3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user. 3.3 Price must be inclusive of government taxes and other charges.	7	pack	57.00	399.00
11	COMPACT DISC 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The ABC includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Standard compact disc with case 2.2. Measures 4.7 inches or 120 millimeters (mm), across, is 1.2 mm thick 2.3. Weigh between 10 grams and 20 grams 2.4. Has a capacity of 80 minutes of audio, or 650 megabytes (MB) to 700 MB of data. 3. DELIVERY AND PAYMENT TERMS 3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP. 3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user. 3.3 Price must be inclusive of government taxes and other charges.	30	pc	120.00	3,600.00
12	DISPOSABLE GLOVES 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The ABC includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Material: Plastic	1	box	165.00	165.00

	<p>2.2 Quantity: 100 pcs/box</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>				
13	<p>GLUE STICK (PASTE)</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Non-Toxic Glue Paste Stick</p> <p>2.2. Twist to Use</p> <p>2.3. Color: White Color Adhesive Paste</p> <p>2.4. Weight: at least 36grams</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	2	pc	100.00	200.00
14	<p>JUMBO ROLL TISSUE PAPER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Made from 100% Virgin Pulp, 2-ply</p> <p>2.2. Size (min.): 24cm diameter across x 8.5cm wide</p> <p>2.3. Inclusion: 12rolls/box</p> <p>2.3.1. Shelf life: 3 years</p> <p>2.3.2. Anti-Clogging, Water Soluble and Flushable</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	3	box	1533.00	4,599.00
15	<p>PARACETAMOL</p>	20	pack	77.00	1,540.00

	<p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Form: Tab, 500g</p> <p>2.2. Packaging: 10 tabs/blister pack</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>				
16	<p>PHOTO PAPER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Attributes: 230 gsm, 300 microns</p> <p>2.2. Size: A4</p> <p>2.3. Type: High Gloss</p> <p>2.4. Packaging: 20 sheets per pack</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	50	pack	165.00	8,250.00
17	<p>PHOTO PAPER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Attribute: 180gsm</p> <p>2.2. Size: A4</p> <p>2.3. Type: Glossy</p> <p>2.4. Packaging: 100 sheets per pack</p> <p>3. DELIVERY AND PAYMENT TERMS</p>	5	pack	165.00	825.00

	<p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>				
18	<p>POVIDONE IODINE</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Broad-spectrum microbicide for topical use in minor wounds, cuts, abrasions, burns & post-op wounds</p> <p>2.2. Size: 120ml</p> <p>2.3. Each solution contains 10% Povidone-iodine</p> <p>2.4. For external use only</p> <p>2.5. Brand shall be engraved/embossed/printed/permanently stickered on the item</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	3	btl	200.00	600.00
19	<p>STORAGE BOX</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: Plastic with Lid</p> <p>2.2. Color: White</p> <p>2.3. Size: at least 6L</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	1	pc	330.00	330.00
20	<p>STORAGE BOX</p>	3	pc	133.00	399.00

	<p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: Kraft with Lid</p> <p>2.2. Size: Size (approx.): 16x11x11 inches (LxWxH)</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>				
21	<p>TIRE BLACK</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Net Content: 250 ml</p> <p>2.2 .Instant new tire gloss</p> <p>2.3. No wipe formula</p> <p>2.4. Works on dry or wet tires</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	8	btl	220.00	1,760.00
22	<p>VELLUM BOARD PAPER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: A4 Vellum Board</p> <p>2.2. Basis Weight: 180 gsm</p> <p>2.3. Packaging: 10 sheets per pack</p> <p>2.4. Color: white or cream</p> <p>3. DELIVERY AND PAYMENT TERMS</p>	40	pack	45.00	1,800.00

	<p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>				
23	<p>WATERMARK REMOVER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. High quality</p> <p>2.2. Net content: 250 ml</p> <p>2.3. Removes watermarks effortlessly</p> <p>2.4. Cuts through mineral deposits</p> <p>2.5. Restores gleam and clarity</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p>	4	btl	220.00	880.00

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 55,194.00

GUIDELINES

A. Content and Format of Quotations

- The Quotation/s must include the RFQ Number or the PR Number indicated above*
- Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:*
 - Computer and electronic equipment and its accessories or peripherals*
 - Software applications, programs, and digital licenses*
 - Commercial off-the-shelf electronic devices or components*
- 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.*
- 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

- Upon submission of quotation*
 - Valid PhilGEPS Registration Number / Organization ID*
 - Valid Mayor's/Business Permit*
- 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.*