



**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-30-2025, 2:00 PM		
<b>RFQ No.:</b>	25-06-5300	<b>Date:</b>	June-25-2025
<b>PR No.:</b>	GAA-25-06-21479	<b>Date:</b>	June-19-2025

*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	<b>Supply and Delivery of One (1) Lot ASTICON Customized Conference Bag</b> 1. Background and Objectives 1.1. The DOST-Advanced Science and Technology Institute (DOST-ASTI) is seeking qualified and competent bidders to participate in the procurement of the Supply and Delivery of ASTICON Customized Conference Bag. These customized conference bags will feature branding for the Advanced Science, Technology, and Innovation Convention (ASTICon) scheduled for August 2025. 1.2. Proposals that meet or exceed the stated specifications will be evaluated and considered. 1.3. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes, duties, and service charge  2. Technical Specifications 2.1. Quantity: 200 pieces 2.2. Material: Polypropylene woven 2.3. Color: Full color 2.4. Printing: Silkscreen and/or DTF Printing 2.5. Handle: Approximately 21-inch orange handles made of polyester fabric 2.6. Dimensions: Approximately 12 x 14 x 4 inches (W	1	lot	55000.00	55,000.00

	<p>X H X D)</p> <p>2.7. Branding and Design Requirements</p> <p>2.7.1. With DOST-ASTI branding, including the DOST-ASTI logo, wordmark, and tagline (refer to end-user specifications and attached layout).</p> <p>2.7.2. The layout attached to the RFQ is subject to minor changes.</p> <p>2.7.3. Final design and layout shall be provided by the end-user within five (5) calendar days from the issuance of NTP.</p> <p>3. Sampling Requirements</p> <p>3.1. The supplier shall submit one (1) customized sample item as part of their proposal, at no additional cost.</p> <p>3.2. The end-user will provide the official designs. Supplier may suggest revisions; however, any modifications must be approved by the end-user prior to implementation.</p> <p>3.3. Sample item/s must be submitted within seven (7) calendar days from issuance of Notice to Proceed (NTP).</p> <p>3.4. A maximum of three (3) revisions to the sample shall be allowed, subject to the approval of the end-user.</p> <p>4. Warranty</p> <p>4.1. The supplier warrants that the items are free from defects in materials, workmanship, and design.</p> <p>4.2. Any defective, damaged, incorrect, or disapproved item must be replaced immediately by the supplier at no additional cost to the procuring entity.</p> <p>4.3. The supplier shall be responsible for retrieval and replacement of any defective or disapproved item and must ensure completion within three (3) calendar days upon notification.</p> <p>4.4. Failure to replace or rectify the items within the specified period shall be subject to appropriate penalties as provided under existing procurement rules.</p> <p>5. Payment and Delivery Terms</p> <p>5.1. Delivery of Goods and/or performance of services shall be completed on or before 25 July 2025, at the location specified in the contract of purchase order.</p> <p>5.2. Payment shall be made only upon the issuance of a Certificate of Acceptance by the end-user, certifying that the goods are delivered in accordance with the terms and specifications of the contract.</p> <p>5.3. No payment shall be made for items that are not yet delivered, not accepted, or that fail to meet the agreed specifications.</p> <p>5.4. The contract price must be inclusive of all applicable government taxes, duties, delivery charges, and other incidental costs.</p>				
2	<p><b>Supply and Delivery of one (1) lot ASTICON Customized Lanyards</b></p> <p>1. Background and Objectives</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for</p>	1	lot	23140.00	23,140.00

the Supply and Delivery of one (1) lot Customized lanyards, for the ASTICon 2025. These customized lanyards will feature branding for ASTICon scheduled for August 2025.

1.2. Proposals that meet or exceed the stated specifications will be evaluated and considered.

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

## 2. Technical Specifications

2.1. Quantity: Two hundred sixty (260) pieces

2.2. Design Features:

2.2.1. Customized lanyard with buckle clip

2.2.2. Universal string, and dog clip

2.3. Material: Polycotton Subli-Lace

2.4. Dimensions: At least one (1) inch width and thirty-seven (37) inches in length

2.5. Printing: Full-color sublimation or equivalent method

2.6. Branding and Design Requirements

2.6.1. With DOST-ASTI branding, including the DOST-ASTI logo, wordmark, and tagline (refer to end-user specifications and attached layout).

2.6.2. The layout attached to the RFQ is subject to minor changes.

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

2.6.4. Supplier must submit one (1) customized lanyard (with approved cloth swatches and print) to demonstrate quality and craftsmanship.

2.6.5. Sample must be submitted within ten (10) calendar days from receipt of the final design from the end-user.

2.6.6. A maximum of three (3) revisions to the sample shall be allowed, subject to the approval of the end-user.

## 3. Warranty

3.1. The supplier warrants the items are free from defects in materials, workmanship, and design.

3.2. The defective damaged, incorrect, or disapproved item must be replaced immediately by the supplier at no additional cost to the procuring entity.

3.3. The supplier shall be responsible for retrieval and replacement of any defective or disapproved item and must ensure completion within three (3) calendar days upon notification.

3.4. Failure to replace or rectify the items within the specified period shall be subject to appropriate penalties as provided under existing procurement rules.

3.5. Warranty coverage shall include defects in embroidery, stitching, and fabric integrity for a period of thirty (30) calendar days after delivery.

## 4. Payment and Delivery Terms

4.1. Delivery of Goods and/or performance of services shall be completed on or before 25 July 2025, at the location specified in the contract of purchase order.

4.2. Payment shall be made only upon the issuance of a Certificate of Acceptance by the end-user, certifying

that the goods are delivered in accordance with the terms and specifications of the contract.				
4.3. No payment shall be made for items that are not yet delivered, not accepted, or that fail to meet the agreed specifications.				
4.4. The contract price must be inclusive of all applicable government taxes, duties, delivery charges, and other incidental costs.				

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

**Php 78,140.00**

## 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.*