



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



ASTI-FM 03-10
REV 5/ 30 APR 2024

DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:		Negotiated Procurement: Small-value Procurement	
Deadline of Submission of Bids:		April-21-2025; 2:00PM	
RFQ No:	OD-25-04-010	Date	April-15-2025
PR No:	OD-25-04-009A	Date	April-11-2025

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	Customized DOST-ASTI Tokens for PIA Press Conference	1	lot	88,000.00	88,000.00
	1. BACKGROUND AND OBJECTIVES 1.1. DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of one hundred (100) sets of customized travel kits with DOST-ASTI branding to be used as tokens for Philippine Information Agency Press Conference on May 2025. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges. 2. TECHNICAL SPECIFICATIONS 2.1. One hundred (100) sets of customized travel kits with DOST-ASTI branding, each set to include the following items: 2.1.1. Tote Bag 2.1.1.2. Color: Beige 2.1.1.3. Fabric Type: Thick canvas 2.1.1.4. Twenty-one (21) inches handles (approximate) 2.1.1.5. Size: 12 x 14 x 4 inches (approximate)				

<p>2.1.1.6. Logo for Printing: Silk screen (preferred) or digital DTF printing</p> <p>2.1.1.7. With DOST-ASTI Branding such as the DOST-ASTI logo, wordmark, and tagline artwork (refer to end-user specifications and layout attached)</p> <p>2.1.2. Bag Tag</p> <p>2.1.2.1. Color: Brown (Preferred)</p> <p>2.1.2.2. Material: Faux Leather</p> <p>2.1.2.3. Logo for Printing: Engraved (Preferred)</p> <p>2.1.2.4. Tag Size: 2.5 x 3 inches (Approximate)</p> <p>2.1.2.5. Strap size: 12 inches (Approximate)</p> <p>2.1.2.6. With DOST-ASTI wordmark (refer to end-user specifications and layout attached) (refer to end-user specifications and layout attached)</p> <p>2.1.3. Cable Organizer</p> <p>2.1.3.1. Color: Black</p> <p>2.1.3.2. Fabric Type: Poly canvas</p> <p>2.1.3.3. Logo for Printing: Digital DTF Printing</p> <p>2.1.3.4. Size: 8.5 x 4.75 inches (approximate)</p> <p>2.1.3.5. Bag Strap Size: 4.5 inches (folded, approximate)</p> <p>2.1.3.6. With two (2) zippered compartments</p> <p>2.1.3.6. With DOST-ASTI logo (refer to end-user specifications and layout attached)</p> <p>2.2. SAMPLING REQUIREMENTS</p> <p>2.2.1. The supplier must submit one (1) customized sample of the item, which is included in their cost estimate.</p> <p>2.2.2. The end-user will provide the designs. Revisions may be made by the supplier, but only upon the approval of the end-user.</p> <p>2.2.3. Sample item/s must be submitted within seven (7) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.2.4. Maximum Number of Revisions: Three (3)</p> <p>3. WARRANTY</p> <p>3.1. The supplier warrants the item against defects in the manufacturing and during shipping and delivery.</p> <p>3.2 Incorrect or disapproved items shall be immediately replaced by the supplier at no additional cost.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. Delivery of Goods and/or performance of services shall be made by the supplier on or before 10 May 2025.</p> <p>4.2. Payment shall be made only upon certification/acceptance by the End-user that the Goods are</p>				
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	delivered in accordance with the terms of this Contract and are inspected and accepted. No payment shall be made for items not yet delivered under this Contract. 4.3. The price must be inclusive of government taxes and other charges.				
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TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):					Php88,000.00

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

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- . 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.*