



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:	Jun-03-2024, 2:00 PM		
RFQ No.:	24-05-4840	Date:	May-30-2024
PR No.:	GAA-24-05-19281	Date:	May-27-2024

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.

BAYANI BENJAMIN R. LARA
 BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Customized flashdrive 1. BACKGROUND AND OBJECTIVES A customized On-the-Go USB to be used as marketing collaterals during the stakeholder's meeting or external events to promote DOST-ASTI's commercialized technologies. 1.1 DOST-ASTI is seeking qualified and competent bidders for the delivery of customized On-the-Go USB. 1.2 The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges. 2. TECHNICAL SPECIFICATIONS 2.1 On-the-Go USB 2.1.1 Quantity: Eighty (80) pieces 2.1.2 Type of Material: Metal 2.1.3 Style: 4-in-1 OTG USB with allotment for key chain/cellphone hook/strap. Please see attached photo, for reference. 2.1.4 Interface: Type C iOS and Type C Android and Micro USB and USB 3.0 2.1.5 Weight: 11 g 2.1.6 Size: 46*46*5 mm 2.1.7 Capacity: 64 GB 2.1.8 Support system: 2.1.8.1 iOS 8 or	1	lot	80000.00	80,000.00

above/ME/2000/XP/Vista/win7/win8/win10, Mac OS 9.X/Linux2.4 or above

2.1.8.2 OTG-Functional Smartphone (Android System 5.5+)

2.1.9 Hardware Requirement: Y-Disk software (only for iOS system device)

2.1.10 Speed Reading: 3.0

2.1.11 Print: Engraved DOST-ASTI Logo and Text (DOST-ASTI)

2.1.12 Inclusion of Lanyard

2.1.12.1 Lanyard Specifications

2.1.12.2 Size width: 1 inch

2.1.12.3 Material: Smooth Satin Lace

2.1.12.4 Color: Navy Blue

2.1.12.5 Features: Lobster claw and smooth release buckle with cellphone strap

2.1.13 Inclusion of OTG Packaging:

2.1.13.1 Type: Hard Box

2.1.13.2 Texture: Grained Matte

2.1.13.3 Color: Black

2.1.13.4 Thickness: 2.0 mm

2.1.13.5 Size Width: 4.5 inches

2.1.13.6 Size Length: 5.5 inches

2.1.13.7 Size Height: 1 inch

2.1.13.8 Style: Flip Type Magnetic Box

2.1.13.9 Features:

2.1.13.9.1 EVA foam embedding molded on the OTG shape with half-moon hole for lifting and molded lanyard allotment

2.1.13.9.2 With user guide for Y-disk usage

2.1.13.10 Printing: Full-color UV Print

2.1.13.10.1 DOST-ASTI Logo and website link: www.asti.dost.gov.ph

2.1.13.10.2 FB icon and text: DOSTASTI

2.1.13.10.3 E-mail icon and email address: tlo@asti.dost.gov.ph

2.1.13.10.4 FB icon and text: tlo.asti.dost.gov.ph

2.1.13.11 Please see the attached file for sample OTG Packaging and Print Layout.

2.2 Must produce sample design within ten (10) calendar days upon receipt of Notice to Proceed.

2.3 Maximum of three (3) sample revisions

3. COVERAGE AND WARRANTY

3.1.1. Must carry at least six (6) months warranty.

4. DELIVERY AND PAYMENT TERMS

4.1 Price must be inclusive of delivery, service, VAT, and other applicable fees

4.2 Delivery of the products must be made within thirty (30) calendar days upon approval of final production design sample.

4.2 Payment shall be made only upon certification/acceptance/by the end-user to the effect that the Goods are rendered or delivered in accordance with the terms of this Contract and are duly inspected and accepted. No payment shall be made for Goods not delivered under this Contract.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 80,000.00

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
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.