




DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:		Negotiated Procurement: Small-value Procurement	
Deadline of Submission of Bids:		Aug-04-2025, 2:00 PM	
RFQ No.:	25-07-5346	Date:	July-28-2025
PR No.:	GAA-25-07-21566	Date:	July-04-2025

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.

Digitally
signed by

JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Supply and Delivery of One (1) Lot DOST-ASTI Customized Polo Shirts for Regional and National Events 1. Background and Objectives 1.1. The DOST - Advanced Science and Technology Institute (DOST-ASTI) is seeking a qualified and competent supplier for the Supply and Delivery of one (1) lot Customized Polo Shirts for national and regional events as tokens, promotional and marketing collaterals. 1.2. Proposals that meet or exceed the stated specifications will be evaluated and considered. 1.3. The approved budget for the contract is inclusive of all applicable government taxes and service charges. 2. Technical Specifications 2.1. Quantity: One hundred eighty (180) pieces 2.2. Color: Preferably Flax 2.3. Fabric: Preferably Pique Cotton / Honeycomb Cotton 2.4. Embroidered Front and back design 2.5. With individual plastic packaging 2.6. Sizes 2.6.1. XS, S, M, L, XL, XXL, XXXL, 7XL 2.6.2. Size breakdown shall be provided by the	1	lot	99000.00	99,000.00

	<p>end-user within five (5) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.6.2.1. No additional charges incurred for XL, XXL, XXXL, and 7XL sizes.</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 Notice to Proceed (NTP).</p> <p>3. Sampling requirements</p> <p>3.1. Supplier must submit one (1) customized sample polo shirt (with approved cloth swatches and embroidery) to demonstrate quality and craftsmanship; sample shall be part of their proposal, at no additional cost.</p> <p>3.2. Sample must be submitted within ten (10) calendar days from receipt of the final design from the end-user.</p> <p>3.3. 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. The 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>4.5. Warranty coverage shall include defects in embroidery, stitching, and fabric integrity for a period of thirty (30) calendar days after delivery.</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 15 August 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	Supply and Delivery of One (1) Lot Customized	1	lot	280750.00	280,750.00

DOST-ASTI Tokens for Regional and National Events

1. BACKGROUND AND OBJECTIVES

- 1.1. The DOST - Advanced Science and Technology Institute (DOST-ASTI) is seeking a qualified and competent supplier for the Supply and Delivery of one (1) lot of customized DOST-ASTI tokens with DOST-ASTI branding to be used as tokens for national and regional events.
- 1.2. Proposals that meet or exceed the stated specifications will be evaluated and considered.
- 1.3. The approved budget for the contract is inclusive of all applicable government taxes and service charges.

2. TECHNICAL SPECIFICATIONS

2.1. Tote Bag - ABC: 46,000.00

- 2.1.1. Quantity: 200 pcs.
- 2.1.2. Color: Beige
- 2.1.3. Fabric Type: Thick canvas
- 2.1.4. Twenty-one (21) inches handles (approximate)
- 2.1.5. Size: 12 x 14 x 4 inches (approximate)
- 2.1.6. Logo for Printing: Silk screen (preferred) or digital DTF printing
- 2.1.7. Branding and Design Requirements
 - 2.1.7.1. With DOST-ASTI branding, including the DOST-ASTI logo, wordmark, and tagline (refer to end-user specifications and attached layout).
 - 2.1.7.2. The layout attached to the RFQ is subject to minor changes.
 - 2.1.7.3. Final design and layout shall be provided by the end-user within five (5) calendar days from the issuance of NTP.

2.2. Multi-function data cable set - ABC: 39,750.00

- 2.2.1. Quantity: 150 pieces
- 2.2.2. Color: White
- 2.2.3. Size: Diameter approximately 3.3 inches (round); Thickness: 0.4 inch
- 2.2.4. Printing: Full-color UV print on casing
- 2.2.5. Features
 - 2.2.5.1. 5-in-1 mini data cable storage box
 - 2.2.5.2. Includes 60W fast charging USB cable
 - 2.2.5.3. Silicone Type-C Adapter
 - 2.2.5.4. Card slot for storage
 - 2.2.5.5. SIM tray pop-up screw
 - 2.2.5.6. Built-in mobile phone holder
- 2.2.6. Function
 - 2.2.6.1. Data transmission, card storage, and mobile phone support.
- 2.2.7. Branding and Design Requirements
 - 2.2.7.1. With DOST-ASTI branding, including the DOST-ASTI logo, wordmark, and tagline (refer to end-user specifications and attached layout).
 - 2.2.7.2. The layout attached to the RFQ is subject to minor changes.
 - 2.2.7.3. Final design and layout shall be provided by the end-user within five (5) calendar days from the issuance of NTP.

2.3. Tumbler - ABC: 96,000.00

- 2.3.1. Quantity: 200 pieces

2.3.2. Color: Black

2.3.3. Material: Insulated Hard Plastic Matte Finished Tumbler

2.3.4. Capacity: Approximately 500ML

2.3.5. Special Features

2.3.5.1. BPA free

2.3.5.2. Anti-slip silicon bottom

2.3.5.3. Spill/Leak-proof lid

2.3.5.4. Double-wall insulation for hot and cold liquid

2.3.6. Branding and Design Requirements

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

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

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

2.4. Notebook and pen - ABC: 57,000.00

2.4.1. Quantity: 200 pcs.

2.4.2. Color: White

2.4.3. Water-resistant hard cover

2.4.4. Material: Hardbound matte cover with or without garter strap with 100 leaves/pages

2.4.5. Dimensions: A5 in size (212mm x 145 mm) 100 gsm paper

2.4.6. Inclusion of Ballpen

2.4.7. Body Color: White

2.4.8. Type: With detachable cover, twisted cap or retractable

2.4.9. Ink Color: Black or blue ink

2.4.10. Branding and Design Requirements

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

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

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

2.5. Round Wooden Coaster - ABC: 21,000.00

2.5.1. Quantity: 140 pcs.

2.5.2. Size: 10cm diameter (approximately)

2.5.3. Material: Bamboo

2.5.4. Printing: Engraved (preferred) or UV Printing

2.5.5. Individual packaging

2.5.6. Branding and Design Requirements

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

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

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

2.6. Round Magnet Bottle Opener - ABC: 21,000.00

2.6.1. Quantity: 140 pcs.

2.6.2. Size: 6.5 cm diameter (approximately)

<p>2.6.3. Material: Bamboo</p> <p>2.6.4. Printing: Engraved (preferred) or UV Printing</p> <p>2.6.5. Individual packaging</p> <p>2.6.6. Branding and Design Requirements</p> <p>2.6.6.1. With DOST-ASTI branding, including the DOST-ASTI logo, wordmark, and tagline (refer to end-user specifications and attached layout).</p> <p>2.6.6.2. The layout attached to the RFQ is subject to minor changes.</p> <p>2.6.6.3. 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 of each 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 15 August 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, 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>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 379,750.00

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.