



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

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	May-09-2025, 2:00 PM		
RFQ No.:	25-04-5203	Date:	May-05-2025
PR No.:	GAA-25-04-20946	Date:	April-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.

JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Emergency Go Bag 1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent suppliers for the Supply and Delivery of Three Hundred Thirty (330) Emergency Go Bag. The procurement of Emergency Go Bag will promote disaster preparedness for all employees of ASTI. This will serve as a symbolic reminder to increase awareness of every Employees. Said items will provide basic supplies and materials that can be used in times of disaster. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges. 2. TECHNICAL SPECIFICATIONS 2.1. Waterproof Dry Bag – 330 pc; ABC: 239,085.00 2.2. Paracord Rope Bracelet – 330 pc; ABC: 32,224.50 2.3. Glowing Stick – 330 pack, 5 pc per pack; ABC: 57,172.50 2.4. Whistle – 330 pc; ABC: 23,562.00 2.5. Rechargeable Headlamp – 330 pc; ABC:	1	lot	973318.50	973,318.50

<p>150,727.50</p> <p>2.6. 11-in-1 Multi-Tool Survival Card – 330 pc; ABC: 12,127.50</p> <p>2.7. Hard Hat – 330 pc; ABC: 119,542.50</p> <p>2.8. Zipper Zip Lock Bag – 330 pc; ABC: 11,434.50</p> <p>2.9. Customized Sticker – 330 pc; ABC: 8,662.50</p> <p>2.10. First Aid Kit Pouch with Zipper (with various item inside) – 330 pc; ABC: 318,780.00</p> <p>2.10.1. Emergency Thermal Blanket – 330 pc</p> <p>2.10.2. Emergency First Aid Gauze Pads – 660 pack</p> <p>2.10.3. Medical Micropore Paper Tape – 330 roll</p> <p>2.10.4. Large Heavy Duty First Aid Trauma EMT/Paramedic Shears / Scissors – 330 pc</p> <p>2.10.5. Povidone Iodine – 330 bottle, 15ml per bottle</p> <p>2.10.6. Anti-bacterial wet wipes – 330 pack; at least 30 pc per pack</p> <p>2.10.7. White Triangular Bandage – 330 pc</p> <p>2.10.8. Elastic Bandage with Clips – 330 roll</p> <p>2.10.9. Cotton Balls – 330 pack</p> <p>2.10.10. Adhesive Antiseptic Strip Band Aid – 3,300 pc</p> <p>2.11. Details stipulated in the attached Annex A</p> <p>3. CONDITIONS</p> <p>3.1. The Supplier of emergency go bags with various items inside must submit an actual sample per item and to be approved by the end-user prior to mass production and delivery.</p> <p>3.2. The Supplier shall immediately replace all items found to have damaged during the inspection.</p> <p>3.3. All items are to be packed by the winning bidder and delivered as a complete set. Packing shall be done at the facility of the winning bidder.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the goods and/or performance of services shall be made by the supplier within sixty (60) calendar days upon issuance of Notice to Proceed.</p> <p>4.2. Payment shall be made only upon certification/acceptance by the End-user that the Goods are delivered in accordance with the terms of this Contract and are inspected and accepted. No payment shall be made for Goods not yet rendered under this Contract.</p>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 973,318.50

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.