



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Sep-16-2022, 2:00 PM		
RFQ No.:	22-09-4005	Date:	September-12-2022
PR No.:	GAA-22-09-14718	Date:	September-06-2022

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.

EMMANUEL P. BALINTEC

BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Laptop screen replacement for HP ProBook 440 G7</p> <p>GENERAL OVERVIEW</p> <p>1.1. The DOST-ASTI is looking for a qualified and competent service provider/s for repair of defective laptop screen for HP ProBook 440 G7. The repair of said defective laptop screen includes PARTS and LABOR.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 14.0" LED-backlit display screen,</p> <p>2.2. Full HD 1920 x 1080</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty on parts and labor</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies</p>	1	lot	7700.00	7,700.00

	and materials not yet delivered under this contract.				
2	<p>Laptop memory for nine (9) units of HP ProBook 440 G7</p> <p>GENERAL OVERVIEW</p> <p>1.1. The DOST-ASTI is looking for a qualified and competent service provider/s for the supply and delivery of nine (9) pieces of memory, which will be used for laptop upgrade. The upgrade of said laptop includes PARTS and LABOR</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 1 x 16GB DDR4 2666MHz SODIMM</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	39600.00	39,600.00
3	<p>Laptop memory and solid-state drive for MSI GL63-408PH</p> <p>GENERAL OVERVIEW</p> <p>1.1. The DOST-ASTI is looking for a qualified and competent service provider/s for the supply and delivery of one (1) piece of memory and solid-state drive, which will be used for laptop upgrade. The upgrade of said laptop includes PARTS and LABOR.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 2 x 16GB DDR4 2666MHz SODIMM</p> <p>2.2. At least 480GB M.2 NVMe PCIE SSD</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	13750.00	13,750.00
4	<p>Laptop battery for Lenovo ThinkPad T480</p> <p>GENERAL OVERVIEW</p>	1	lot	4950.00	4,950.00

	<p>1.1. The DOST-ASTI is looking for a qualified and competent service provider/s for the repair/replacement of defective laptop battery for Lenovo ThinkPad T480. The repair of said defective laptop battery includes PARTS and LABOR.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 3-Cell Li-on, 24 Wh</p> <p>2.2. Repair/Replacement unit must be genuine or Original Equipment Manufacturer (OEM)</p> <p>3. Warranty</p> <p>3.1. At least one (1) month warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>				
5	<p>Laptop memory for Acer TravelMate TMP1510-G2-82VZ</p> <p>GENERAL OVERVIEW</p> <p>1.1. The DOST-ASTI is looking for a qualified and competent service provider/s for the supply and delivery of one (1) piece of memory, which will be used for laptop upgrade. The upgrade of said laptop includes PARTS and LABOR.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 1 x 8GB DDR4 2400MHz SODIMM</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	3025.00	3,025.00
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):					Php 69,025.00

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.