



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

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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement:Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Nov-15-2024, 2:00 PM		
<b>RFQ No.:</b>	24-11-5089	<b>Date:</b>	November-11-2024
<b>PR No.:</b>	GAA-24-10-20191	<b>Date:</b>	October-28-2024

*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	<p><b>Printing - 2023 Annual Report</b></p> <p>1. Background / Objectives.</p> <p>1.1. Print publication of DOST-ASTI 2023 Annual Report.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Provider will be responsible for the pre-production preparation, printing, and delivery of the Annual Report and any other related items.</p> <p>2.2. Quantity.</p> <p>2.2.1. Annual Report: 150 copies.</p> <p>2.3. Print specifications.</p> <p>2.3.1. Process: Offset print.</p> <p>2.3.2. Color separation included.</p> <p>2.3.3. Binding: Perfect binding.</p> <p>2.3.4. Annual Report Pages.</p> <p>2.3.4.1. Page Size: A4 size 210 mm x 297 mm (8.27 in x 11.69 in).</p> <p>2.3.4.2. Number of pages: Maximum of 76 pages inclusive of front and back cover.</p>	1	lot	135000.00	135,000.00

2.3.4.3. Inside Pages: Full color Coated-2-Sides (C2S) 80 lbs.

2.3.5. Annual Report Cover.

2.3.5.1. Full color Coated-2-Sides (C2S) 220 lbs.

2.3.5.2. Matte with spot UV lamination front and back cover.

2.4. Proofing.

2.4.1. Layout and revisions will be sent to the provider electronically in PDF and/or Adobe InDesign package.

2.4.2. During the proofing stage the print color proofs should be delivered to DOST-ASTI within Two (2) business days after the provider has received the layout revisions.

2.4.3. Maximum of Two (2) revisions with Full Color Full Size Computer-to-Plate (CTP) proofs per revision.

2.4.4. Print color proofs should as much as possible use the specified paper to be used for actual print production.

2.5. Others.

2.5.1. Provider undertakes that it will not violate and/or infringe on any third-party intellectual property rights in the course of production of the publication.

3. Delivery and Payment.

3.1. Delivery within 15 calendar days upon approval of final proof.

3.2. Provider is responsible as to the quality of the printing and binding of the annual report. Any and all defective copies will be replaced by the provider at no additional cost to DOST-ASTI.

3.3. Bid price shall be inclusive of delivery, tax, as well as all other related charges and fees.

3.4. Payment Terms: Prescribed government terms.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 135,000.00**

## **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.