



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Apr-01-2024, 2:00 PM		
RFQ No.:	24-03-4726	Date:	March-25-2024
PR No.:	SAR-AIS-24-03-18900	Date:	March-19-2024

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>Printing of Book</p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Printing of the SARwAIS Project's Book.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and all other applicable charges.</p> <p>2. Functional / Technical Specifications</p> <p>2.1. The provider will be responsible for the pre-production preparation, printing, and delivery of the SARwAIS Project's Book and any other related items.</p> <p>2.2. Quantity and Size</p> <p>2.2.1. Total Number of Copies: Two hundred (200) copies</p> <p>2.2.1.1. Breakdown of Sizes per Copy:</p> <p>2.2.1.1.1. Regular Book Release: One hundred eighty (180) copies of 18 cm by 18 cm</p> <p>2.2.1.1.2. Limited Edition Book Release: Twenty (20) copies of 25 cm by 25 cm</p> <p>2.3. Book Print Specifications</p> <p>2.3.1. Process: Offset print</p> <p>2.3.2. Color separation included</p> <p>2.3.3. Binding: Hardbound (Preferably Smythe perfect</p>	1	lot	358688.37	358,688.37

hardbound)

2.3.4. Book Pages (Regular and Limited-Edition)

2.3.4.1. Number of Pages: Maximum of one hundred (100) pages exclusive of front and back cover

2.3.4.2. Inside Pages: Full color Coated-2-Sides (C2S) 100

2.3.5. Book Cover (Regular and Limited-Edition)

2.3.5.1. Full color Coated-2-Sides (C2S) 120 mounted on Chipboard 30

2.3.5.2. Matte lamination on one side for front and back cover

2.4. Proofing

2.4.1. Layout and revisions will be sent to the provider electronically in PDF and/or other file types as agreed by end-user and supplier.

2.4.2. During the proofing stage the print color proofs should be delivered to DOST-ASTI within five (5) calendar days after the provider has received the layout revisions.

2.4.3. Maximum of three (3) 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. The 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.

2.5.2. The provider is responsible as to the quality of the printing and binding of the book. Any and all defective copies will be replaced by the provider at no additional cost to DOST-ASTI.

2.5.3. The provider must provide breakdown of prices, specifically of the a) regular book release and b) limited edition book release upon submission of quotation/proposal.

3. Delivery and Payment

3.1. Delivery must be made within fifteen (15) calendar days upon approval of final proof.

3.2. The bid price shall be inclusive of taxes and all other related charges.

3.3. Prescribed government terms.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 358,688.37

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.