



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Oct-13-2023, 2:00 PM		
RFQ No.:	23-10-4554	Date:	October-09-2023
PR No.:	GAA-23-09-17686	Date:	September-21-2023

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>REPLACEMENT OF LAPTOP'S LCD SCREEN WITH INSTALLATION</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the repair/replacement of defective laptop screen. The repair of said defective laptop includes PARTS and LABOR.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 15.6" 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) year warranty on parts and labor</p>	1	lot	8250.00	8,250.00

	<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>				
2	<p>LENOVO THINKPAD L380 KEYBOARD</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the repair/replacement of the defective laptop keyboard for Lenovo ThinkPad L380.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. US English keyboard layout</p> <p>2.2. With backlit</p> <p>3. Warranty</p> <p>3.1. At least one (1) year 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 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	pc	6050.00	6,050.00
3	<p>REPLACEMENT OF LAPTOP'S LCD SCREEN AND DEEP CLEANING</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the repair/replacement of the laptop screen. The repair of said defective laptop includes PARTS and LABOR for screen installation and deep cleaning of the laptop.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 12.5" display screen</p> <p>2.2. Includes labor and materials for screen installation and deep cleaning of the laptop.</p>	1	lot	7810.00	7,810.00

	<p>3. Warranty</p> <p>3.1. At least one (1) year 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 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>				
4	<p>FIXING OF LENOVO THINKPAD T14</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the repair/replacement of the laptop display distortion and lagging. The repair of said defective laptop includes PARTS and LABOR for screen installation.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 14.0" display screen</p> <p>2.2. Full HD 1920 x 1080</p> <p>2.3. Repair/Replacement unit must be genuine or Original Equipment Manufacturer (OEM)</p> <p>3. Warranty</p> <p>3.1. At least one (1) year 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 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	18500.00	18,500.00
5	<p>LAPTOP BATTERY FOR LENOVO THINKPAD T480</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the repair/replacement of defective battery for Lenovo ThinkPad T480. The repair of said defective laptop battery includes PARTS and LABOR.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p>	1	pc	4950.00	4,950.00

	<p>2.1. 3-Cell Li-on, 24 Wh battery</p> <p>2.2. Repair/Replacement unit must be genuine or OEM</p> <p>2.3. Includes parts and labor</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 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>				
6	<p>LAPTOP BATTERY FOR MSI GP65 LEOPARD 10SEK</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The DOST-ASTI is looking for a qualified and competent service provider/s for the repair/replacement of defective battery for MSI GP65 Leopard. The repair of said defective laptop includes PARTS and LABOR.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 6-cell Li-on, 51 Wh battery</p> <p>2.2. Repair/Replacement unit must be genuine or OEM</p> <p>2.3. Includes parts and labor</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 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	pc	5500.00	5,500.00
7	<p>LAPTOP MEMORY FOR HP PROBOOK 440 G7</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the supply and delivery of one (1) laptop memory, which will be used for laptop upgrade.</p>	1	pc	5225.00	5,225.00

	<p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 1 x 16GB DDR4 2.2. Frequency: 2666MHz 2.3: Type: SODIMM</p> <p>3. Warranty</p> <p>3.1. At least one (1) year 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 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>				
8	<p>LAPTOP SCREEN REPLACEMENT FOR HP PROBOOK 440 G7</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the repair/replacement of defective laptop screen for HP ProBook 440 G7. The repair of said defective laptop includes PARTS and LABOR.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 14.0" LED-backlit display screen 2.2. Full HD 1920 x 1080</p> <p>3. Warranty</p> <p>3.1. At least one (1) year 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 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	8415.00	8,415.00

9	<p>LAPTOP MEMORY FOR MSI GP65 LEOPARD GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider/s for the supply and delivery of two (2) pieces of memory, which will be used for laptop upgrade.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 2 x 16GB DDR4 2.2. Frequency: 2666MHz 2.3. Type: SODIMM</p> <p>3. Warranty</p> <p>3.1. At least one (1) year 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 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	9625.00	9,625.00
10	<p>REPAIR OF LAPTOP NOT TURNING ON FOR MACBOOK PRO A1708 1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the repair of the laptop that does not turn on. The repair of said defective laptop includes PARTS and LABOR.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Issue: Laptop not turning on and charging</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 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	5500.00	5,500.00

and materials not yet delivered under this contract.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 79,825.00

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.