



**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>	May-13-2025, 2:00 PM		
<b>RFQ No.:</b>	25-04-5202	<b>Date:</b>	May-08-2025
<b>PR No.:</b>	GAA-25-04-21069	<b>Date:</b>	April-28-2025

*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	<b>REPLACEMENT OF LAPTOP HINGE</b> 1.GENERAL OVERVIEW  1.1. DOST-ASTI is looking for a qualified and competent service provider for the replacement of a defective laptop hinge. The replacement of the said defective laptop hinge includes provision of PARTS and LABOR. 1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and services charges.  2.TECHNICAL SPECIFICATIONS  2.1. Two (2) pieces Laptop hinge compatible with ACER TravelMate P215-52 series 2.1.1. Serial number: NXVLUSP00J11004FBD7600 Property number: 01-21-605-030-00046 2.1.2. Serial number: NXVLUSP02Q105084F97600 Property number: 01-21-605-030-00099 2.2. Genuine 2.3. Includes labor and materials for hinge installation.	1	lot	4180.00	4,180.00

	<p>3.Warranty</p> <p>3.1. At least Six (6) months 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. The service provider who is qualified must have diagnosed the mentioned laptop before participating in the bid activity.</p> <p>4.3. Full payment will only be processed 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><b>LAPTOP RAM</b></p> <p>1.GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of two (2) sticks of laptop memory / RAM, 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. Compatible with Dell G5 15 5500 laptop</p> <p>2.1.1. Serial number: DWM1303</p> <p>2.1.2. Property number: 07-21-605-030-00001</p> <p>2.2. Two (2) sticks of 16GB DDR4</p> <p>2.3. Speed: At least 2933MHz or higher</p> <p>2.4. Form Factor: SODIMM</p> <p>3.Warranty</p> <p>3.1. At least Six (6) months 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 NTP.</p> <p>4.2. Full payment will only be processed 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	7121.00	7,121.00
3	<p><b>LAPTOP RAM</b></p> <p>1.GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of two (2) sticks of laptop memory / RAM, which will be used</p>	1	lot	16104.00	16,104.00

	<p>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. Compatible with Lenovo ThinkPad P14s</p> <p>2.1.1. Serial number: PF34YHF3 Property number: 01-21-605-030-00161</p> <p>2.1.2. Serial number: PF34YJDF Property number: 01-21-605-030-000168</p> <p>2.2. Two (2) sticks of 32GB DDR4</p> <p>2.3. Speed: At least 2666MHz or higher</p> <p>2.4. Form Factor: SODIMM</p> <p>3. Warranty</p> <p>3.1. At least Six (6) months 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 NTP.</p> <p>4.2. Full payment will only be processed 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><b>LAPTOP SSD</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of Solid-State Drive for laptop, 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. Serial number: PF1FUBU5</p> <p>2.2. Property number: 07-101-605-030-00078</p> <p>2.3. At least 500GB Capacity</p> <p>2.4. SATA 2.5-inch form factor</p> <p>3. Warranty</p> <p>3.1. At least Six (6) months 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 NTP.</p>	1	pc	4217.00	4,217.00

	4.2. Full payment will only be processed 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.				
5	<b>LAPTOP CHARGER</b> 1.GENERAL OVERVIEW  1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of charger for laptop, which will be used for laptop charger replacement. 1.2. The ABC is inclusive of all applicable government taxes and services charges.  2.TECHNICAL SPECIFICATIONS  2.1. Compatible with Acer TravelMate P215-52G Series 2.1.1. Serial number: NXVPKSP00H2032BE9C7600 2.1.2. Property number: 01-22-321003-0702 2.2. At least 45 W 19.0 V 2.37A AC adapter 2.3. Genuine/Original  3.Warranty  3.1. At least Six (6) months warranty  4.DELIVERY and PAYMENT TERMS  4.1. The goods must be delivered within thirty (30) calendar days upon issuance of NTP. 4.2. Full payment will only be processed 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.	1	pc	1375.00	1,375.00
6	<b>LAPTOP BATTERY</b> 1.GENERAL OVERVIEW  1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of laptop battery, which will be used for laptop charger replacement. 1.2. The ABC is inclusive of all applicable government taxes and services charges.  2.TECHNICAL SPECIFICATIONS  2.1. Compatible with HP Pro Book 440 G7 2.1.1. Serial number: 5CD0496HCP 2.1.2. Property number: 01-21-605-030-00028 2.2. Rechargeable Li-ion battery 11.55V 45Wh 2.3. Genuine/Original  3.Warranty	1	pc	4382.00	4,382.00

	<p>3.1. At least Six (6) months 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 NTP.</p> <p>4.2. Full payment will only be processed 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>				
7	<p><b>LAPTOP CHARGER</b></p> <p>1.GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of charger for laptop, which will be used for laptop charger replacement.</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. Compatible with Lenovo Thinkbook 14G ITL</p> <p>2.1.1. Serial number: MP25ZZKA</p> <p>2.1.2. Property number: 07308601-22-605-030-00018</p> <p>2.2. At least 65 W 19.0 V 2.37A AC adapter</p> <p>2.3. Genuine/Original</p> <p>3.Warranty</p> <p>3.1. At least Six (6) months 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 NTP.</p> <p>4.2. Full payment will only be processed 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	2301.00	2,301.00
8	<p><b>REPLACEMENT OF LAPTOP LCD SCREEN</b></p> <p>1.GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider for the replacement of a defective Laptop Screen. The replacement of the said defective laptop screen includes provision of 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	lot	19030.00	19,030.00

	<p>2.1. Compatible with OMEN by HP Gaming Laptop 16”</p> <p>2.1.1. Serial number: 5CD2410V7V</p> <p>2.1.2. Property number: 07308601-22-605-030-00078</p> <p>2.2. Genuine</p> <p>2.3. Includes labor and materials for screen installation.</p> <p>3.Warranty</p> <p>3.1. At least Six (6) months 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 NTP.</p> <p>4.2. The service provider who is qualified must have diagnosed the mentioned laptop before participating in the bid activity.</p> <p>4.3. Full payment will only be processed 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>				
9	<p><b>LAPTOP BATTERY</b></p> <p>1.GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of one (1) piece of laptop battery, which will be used for laptop charger replacement.</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. Compatible with Models: MacBook Pro 13-inch Touch Bar A1989 (Mid 2018, 2019) Part Numbers: A1964, A1989 (EMC 3214), A1989 (EMC 3358), A2251 (EMC 3348), 020-02497, 616-00419</p> <p>2.1.1. Serial number: C02ZG1LBLVDD</p> <p>2.1.2. Property number: 07-19-605-030-00082</p> <p>2.2. Battery Type: Lithium-polymer</p> <p>2.3. Genuine/Original</p> <p>2.4. Power Adapter: USB-C</p> <p>3.Warranty</p> <p>3.1. At least Six (6) months 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 NTP.</p> <p>4.2. Full payment will only be processed once the item is completely delivered, inspected, and accepted by</p>	1	pc	6875.00	6,875.00

	the end-user. No payment shall be made for the supplies and materials not yet delivered under this contract.				
10	<b>REPAIR FOR LAPTOP FAN AND DEEP CLEANING</b> <b>1.GENERAL OVERVIEW</b>  1.1. DOST-ASTI is looking for a qualified and competent service provider for the repair of a defective laptop fan and deep cleaning. The replacement of the said defective laptop screen includes provision of PARTS and LABOR. 1.2. The ABC is inclusive of all applicable government taxes and services charges.  <b>2.TECHNICAL SPECIFICATIONS</b>  2.1. Serial number: PF2W9NP5 2.2. Property number: 01-21-605-030-00113 2.3. Thermal paste must be replaced. 2.4. Includes labor and installation of new CMOS battery. 2.5. The laptop fan should activate when powered on and must not overheat. 2.6. The laptop should be dust free.  <b>3.Warranty</b>  3.1. At least Six (6) months warranty  <b>4.DELIVERY and PAYMENT TERMS</b>  4.1. The goods must be delivered within thirty (30) calendar days upon issuance of NTP. 4.2. The service provider who is qualified must have diagnosed the mentioned laptop before participating in the bid activity. 4.3. Full payment will only be processed 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.	1	lot	3080.00	3,080.00
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>					<b>Php 68,665.00</b>
<b>GUIDELINES</b>					
<b>A. Content and Format of Quotations</b> 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.