



**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>	Apr-08-2024, 2:00 PM		
<b>RFQ No.:</b>	24-04-4740	<b>Date:</b>	April-03-2024
<b>PR No.:</b>	HR Lite-24-03-18899	<b>Date:</b>	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><b>Supply and Delivery of various promotional materials</b> Supply and Delivery of various promotional materials</p> <p>1. GENERAL OVERVIEW 1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of various promotional materials to be used during technology demonstrations, validation activities, information and communication campaign with partners/stakeholders, etc. The promotional materials and their respective budget (per piece) are as follows: 1.1.1 Polo Shirt – P600.00 per piece (P180,000.00) 1.1.2 Notebook – P261.00 per piece (P78,300.00) 1.1.3 Totebag – P257.00 per piece (P77,100.00) 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. SPECIFICATIONS 2.1. Polo Shirt 2.1.1. Quantity: Three Hundred (300) Pcs 2.1.2. Color: Dark blue 2.1.3. Design to be provided by ASTI</p>	1	lot	335940.00	335,940.00

2.1.3.1. Minimum of three (3) logos embroidered at the back of the polo shirt (trademarks of ASTI and TAPI) and one (1) HR Lite embroidered in front.

2.1.4. Sizes:

2.1.4.1. Thirty (30) Pcs - Small, 100 pcs Medium

2.1.4.2. One Hundred (100) Pcs - Large

2.1.4.3. Thirty (30) Pcs - XL

2.1.4.4. Twenty (20) Pcs - XXL

2.1.4.5. Twenty (20) Pcs - 3XL

2.1.5. Quality of Cloth:

2.1.5.1. Welt collar and cuffs

2.1.5.2. Clean-finished placket with two (2) wood-tone buttons

2.1.5.3. Four (4) threads seams & taped neck

2.1.5.4. Double-needle shoulder stitches and side slits

2.1.5.6. Double-needle bottom hem

2.1.5.7. 6.5 oz. super combed CVC Cotton Lacoste fabric

2.1.6. Sampling requirements:

2.1.6.1. The winning bidder must submit one (1) customized sample polo shirt, which is included in their cost estimate.

2.1.6.2. Sample polo shirt must be submitted within seven (7) calendar days upon issuance of Notice to Proceed (NTP).

2.1.6.3. Maximum number of revisions: Three (3)

2.2. Notebook

2.2.1. Quantity: Three Hundred (300) Pcs

2.2.2. Color: Black (Preferred)

2.2.3. Design to be provided by ASTI with logos

2.2.4. Hardbound cover preferably leather with garter

2.2.5. With glossy or embossed printing

2.2.6. Dimension: 8.27 inches x 5.71 inches

2.3. Totebag

2.3.1. Quantity: Three Hundred (300) Pcs

2.3.2. Color: White, beige or off-white

2.3.3. Design to be provided by ASTI with logos

2.3.4. Dimension: At least 10 inches by 8 inches

2.3.5. Material: Canvass

3. OTHER CONDITIONS

3.1. Use of the ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.

3.2. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

4. WARRANTY

4.1. The supplier warrants that the items are free from defects, as well as shipping/delivery issues.

4.2. Defective/Incorrect items shall be replaced.

**4.PAYMENT AND DELIVERY TERMS**

- 4.1. Supplier/External Provider must submit breakdown of price quotations for each item following the corresponding budget provided in Section 1.1.
- 4.2. Price must be inclusive of government taxes and other charges.
- 4.3. Delivery of goods shall be made within thirty (30) calendar days upon issuance of NTP.
- 4.4. Government terms, payment upon complete delivery.

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

**Php 335,940.00**

**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.*