



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

DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	Jul-30-2024, 2:00 PM		
RFQ No.:	24-07-4921	Date:	July-26-2024
PR No.:	GAA-24-07-19606	Date:	July-10-2024

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>Disposable Gloves</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One (1) pack Disposable Gloves, for Product Safety Laboratory of EPDC.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Supply and delivery of one (1) pack disposable gloves with the following specifications:</p> <p>2.1.1. Glove Type: Disposable Powder-Free</p> <p>2.1.2. Glove Material: Nitrile</p> <p>2.1.3. Food Safe: Yes</p> <p>2.1.4. Grip Design: Textured</p> <p>2.1.5. Cuff style: Beaded</p> <p>2.1.6. Care Instructions: Intended for single use applications only</p> <p>2.1.7. Anti-Static: No</p> <p>3. PACKAGE INCLUSION</p> <p>3.1. One hundred (100) gloves per pack</p>	1	pack	1000.00	1,000.00

	<p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. Must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP) at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City.</p> <p>4.2. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p>				
2	<p>Electrical Tape</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Fifteen (15) pieces Electrical Tape, for Product Safety Laboratory of EPDC.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Supply and delivery of fifteen (15) pcs electrical tape with the following specifications:</p> <p>2.1.1. Color: Black</p> <p>2.1.2. Width: 19mm</p> <p>2.1.3. Length: 20m</p> <p>2.1.4. Backing Material: Vinyl</p> <p>2.1.5. Thickness: 0.178mm</p> <p>2.1.6. Maximum Operating Temperature: +90°C</p> <p>2.1.7. Flame Retardant - UL 510: Pass</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Must be delivered within thirty (30) calendar days upon issuance of NTP at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City.</p> <p>3.2. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p>	15	pc	400.00	6,000.00
3	<p>Extension Cord</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Two (2) pieces Extension Cord, for EMC and Product Safety Laboratory of EPDC.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Supply and delivery of two (2) pcs extension cord with the following specifications:</p> <p>2.1.1. Outlets: Eight (8) gang</p> <p>2.1.2. Cord Length: 1.83 meters</p> <p>2.1.3. Power: 2,500W, 10A, 250V</p> <p>2.1.4. Internal Connections: Rigid brass strips</p> <p>2.1.5. Outlet Material: Copper</p> <p>2.1.6. Durability: Impact-resistant and highly conductive</p> <p>2.1.7. Safety: Grounding system</p> <p>2.1.8. Protection: Built-in safety circuit breaker and lightning protector</p> <p>2.1.9. Fire Safety: Outlet enclosures made from fire-retardant materials</p> <p>2.2. Warranty</p>	2	pc	1540.00	3,080.00

	<p>2.2.1. Units must carry at least three (3) months warranty, which shall commence from the date of acceptance of the end-user.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Must be delivered within thirty (30) calendar days upon issuance of NTP at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City.</p> <p>3.2. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p>				
4	<p>Printer Cartridge Black</p> <p>1. GENERAL:</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Sixty (60) Pieces Printer Cartridge Black as replacement for the used cartridge of DOST-ASTI EPDC Brother printer.</p> <p>1.2. The ABC is inclusive of all applicable government fees, taxes, and other charges.</p> <p>2. TECHNICAL SPECS:</p> <p>2.1. Must be compatible with Printer Brother MFC J3930DW</p> <p>2.2. Color: Black</p> <p>2.3. Class: Ink Cartridge</p> <p>2.4. Page Yield: Approximately 1,500 pages</p> <p>2.5. Must be original/genuine manufacturer part</p> <p>2.6. Must be ISO/IEC 24711 compliant</p> <p>3. PAYMENT AND DELIVERY TERMS:</p> <p>3.1. Delivery must be done within sixty (60) calendar days upon issuance of NTP at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City.</p> <p>3.2. Government terms. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p>	60	pc	1100.00	66,000.00
5	<p>Printer Cartridge Cyan</p> <p>1. GENERAL:</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Sixty (60) pieces Printer Cartridge Cyan as replacement for the used cartridge of DOST-ASTI EPDC Brother printer.</p> <p>1.2. The ABC is inclusive of all applicable government fees, taxes, and other charges.</p> <p>2. TECHNICAL SPECS:</p> <p>2.1. Must be compatible with Printer Brother MFC J3930DW</p> <p>2.2. Color: Cyan</p> <p>2.3. Class: Ink Cartridge</p> <p>2.4 Page Yield: Approximately 1,500 pages</p> <p>2.5. Must be original/genuine manufacturer part</p> <p>2.6. Must be ISO/IEC 24711 compliant</p> <p>3. PAYMENT AND DELIVERY TERMS:</p> <p>3.1. Delivery must be done within sixty (60) calendar days upon issuance of NTP at EPDC Bldg., MIRDC Compound, Bicutan, Taguig City.</p>	60	pc	950.00	57,000.00

	3.2. Government terms. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.				
6	<p>Printer Cartridge Magenta</p> <p>1. GENERAL:</p> <p>1.1. ASTI is seeking qualified and competent bidders for the Supply and Delivery of Sixty (60) pieces Printer Cartridge Magenta as replacement for the used cartridge of DOST-ASTI EPDC Brother printer.</p> <p>1.2. The ABC is inclusive of all applicable government fees, taxes, and other charges.</p> <p>2. TECHNICAL SPECS:</p> <p>2.1. Must be compatible with Printer Brother MFC J3930DW</p> <p>2.2. Color: Magenta</p> <p>2.3. Class: Ink Cartridge</p> <p>2.4 Page Yield: Approximately 1,500 pages.</p> <p>2.5. Must be original/genuine manufacturer part</p> <p>2.6. Must be ISO/IEC 24711 compliant</p> <p>3. PAYMENT AND DELIVERY TERMS:</p> <p>3.1. Delivery must be done within sixty (60) calendar days upon issuance of NTP at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City.</p> <p>3.2. Government terms. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user</p>	60	pc	950.00	57,000.00
7	<p>Printer Cartridge Yellow</p> <p>1. GENERAL:</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Sixty (60) pieces Printer Yellow Cartridge as replacement for the used cartridge of DOST-ASTI EPDC Brother printer.</p> <p>1.2. The ABC is inclusive of all applicable government fees, taxes, and other charges.</p> <p>2. TECHNICAL SPECS:</p> <p>2.1. Must be compatible with Printer Brother MFC J3930DW</p> <p>2.2. Color: Yellow</p> <p>2.3. Class: Ink Cartridge</p> <p>2.4 Page Yield: Approximately 1,500 pages.</p> <p>2.5. Must be original/genuine manufacturer part</p> <p>2.6. Must be ISO/IEC 24711 compliant</p> <p>3. PAYMENT AND DELIVERY TERMS:</p> <p>3.1. Delivery must be done within sixty (60) calendar days upon issuance of NTP at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City.</p> <p>3.2. Government terms. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user,</p>	60	pc	950.00	57,000.00
8	<p>Inkjet Printer</p> <p>1. GENERAL:</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Two (2) Units Inkjet Printer to be used in the day-to-day operations of</p>	2	unit	40700.00	81,400.00

	<p>DOST-ASTI EPDC, especially in producing physical copies of documents.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government fees, taxes, and other charges.</p> <p>2. TECHNICAL SPECS:</p> <p>2.1. Printer Type: Print, Scan, Copy, Fax with ADF</p> <p>2.2. Max Resolution: 4800 x 1200 dpi</p> <p>2.3. Print speed up to 38 ppm for draft and 17 ipm for standard prints</p> <p>2.4. Copy Function</p> <p>2.4.1. Reduction/ Enlargement: 25- 400%</p> <p>2.4.2. Copy Resolution: maximum 600 x 600 dpi</p> <p>2.5. Scanning</p> <p>2.5.1. Scanner Type: Flatbed colour image scanner</p> <p>2.5.2. Optical Resolution: 1200 x 2400 dpi</p> <p>2.6. ADF Specifications</p> <p>2.6.1. Paper Capacity: 35 sheets</p> <p>2.7. Fax Function</p> <p>2.7.1. Type of Fax: Walk-up Black-and-white and colour fax capability</p> <p>2.7.2. Fax Resolution: up to 200 x 200 dpi</p> <p>2.8. Paper Handling</p> <p>2.8.1. Paper Feed Method: Friction Feed</p> <p>2.8.2. Number of Paper Trays: 2 (Front 1, Rear 1)</p> <p>2.8.3. Paper Sizes: Prints up to A3+ (for simplex)</p> <p>2.9. Supported OS and Applications</p> <p>2.9.1 Supported OS: Mac OS X 10.6.8 or later, Windows 10 to 11</p> <p>2.10. Ink Type: Tank</p> <p>2.11. Interface:</p> <p>2.11.1. USB: USB 2.0</p> <p>2.11.2. Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct</p> <p>2.11.3. Network Protocol: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct</p> <p>2.11.4. Network Protocol: TCP/IPv4, TCP/IPv6</p> <p>2.12. Power</p> <p>2.12.1. Rated Voltage: AC 220-240V</p> <p>2.12.2. Rated Frequency: 50-60 Hz</p> <p>2.13. Control Panel</p> <p>2.13.1. LCD Screen: Colour LCD Touch Screen</p> <p>3. WARRANTY</p> <p>3.1 Unit/s must carry at least one (1) year warranty, which shall commence from the date of acceptance of the end-user.</p> <p>4. PAYMENT AND DELIVERY TERMS:</p> <p>4.1. Delivery must be done within sixty (60) calendar days upon issuance of Notice to Proceed (NTP) at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City.</p> <p>4.2. Government terms. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p>				
9	<p>Nitrile Gloves, Medium</p> <p>1. GENERAL:</p> <p>1.1. DOST-ASTI is seeking qualified and competent</p>	10	box	2100.00	21,000.00

	<p>bidders for the Supply and Delivery of Ten (10) boxes Nitrile Gloves, Medium to be used by EPDC manufacturing laboratory as protection in handling chemicals or PCBs.</p> <p>1.2. The ABC is inclusive of all applicable government fees, taxes, and other charges.</p> <p>2. TECHNICAL SPECS: 2.1. Glove Size: Medium 2.2. Glove Material: Nitrile 2.3. Type: Powder-Free 2.4. Quantity: One (1) box, One Hundred (100) pcs</p> <p>3. WARRANTY 3.1 Must carry at least Three (3) months warranty, which shall commence from the date of acceptance of the end-user.</p> <p>4. PAYMENT AND DELIVERY TERMS: 4.1. Delivery must be done within sixty (60) calendar days upon issuance of Notice to Proceed (NTP) at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City. 4.2. Government terms. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p>				
10	<p>Nitrile Gloves, Large</p> <p>1. GENERAL: 1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Ten (10) boxes Nitrile Gloves, Large to be used by EPDC manufacturing laboratory as protection in handling chemicals or PCBs. 1.2. The ABC is inclusive of all applicable government fees, taxes, and other charges.</p> <p>2. TECHNICAL SPECS: 2.1. Glove Size: Large 2.2. Glove Material: Nitrile 2.3. Type: Powder-Free 2.4. Quantity: One (1) box, One Hundred (100) pcs</p> <p>3. WARRANTY 3.1 Must carry at least Three (3) months warranty, which shall commence from the date of acceptance of the end-user.</p> <p>4. PAYMENT AND DELIVERY TERMS: 4.1. Delivery must be done within sixty (60) calendar days upon issuance of Notice to Proceed (NTP) at EPDC Bldg., MIRDC Compd., Bicutan, Taguig City. 4.2. Government terms. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p>	10	box	1420.00	14,200.00
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):					Php 363,680.00

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.