



**ASTI-FM 03-10
REV 4/ 9 MAR 2022**

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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Apr-29-2024, 2:00 PM		
RFQ No.:	24-04-4788	Date:	April-24-2024
PR No.:	GAA-24-04-19113	Date:	April-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>2 in 1 Air Blower Vacuum</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) unit of 2-IN-1 Air Blower and Vacuum, to be used in cleaning and repairing DOST-ASTI issued laptops, desktops, and other ICT equipment.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Rated Input Power: 1500W 2.2. Number of Revolutions: 2000 rpm 2.3. Battery: 21V 2.4. Wireless operation 2.5. Included Accessories: 1 pc dust bag, 1 pc nozzle, and 1 pc battery charger 2.6. With manual and warranty card included</p> <p>3. DELIVERY AND PAYMENT TERMS</p>	1	pc	4950.00	4,950.00

	<p>3.1. Delivery shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>				
2	<p>4-Port VGA KVM Switch</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) Pcs of 4-PORT VGA KVM Switch, to be used to seamlessly switch between multiple computers connected to a single monitor, keyboard, and mouse setup.</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. Input: 4 × VGA, 4 × USB 2.0-B</p> <p>2.2. Output: 1 × VGA, 3 × USB 2.0-A</p> <p>2.3. Resolution: 1920 × 1080/60Hz</p> <p>2.4. Device Control: Control four (4) computers using a single device</p> <p>2.5. Operating System Support: MAC OS/Windows/Linux</p> <p>2.6. Plug and play</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the Supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>	2	pc	2145.00	4,290.00
3	<p>M.2 NVMe SSD to USB Adapter</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) Pcs of M.2. NVMe SSD to USB Adapter, to be used as external storage.</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. Transfer Interface: USB 3.1 Type-C</p> <p>2.2. Transfer Rate: 10Gbps (NVMe), 6Gbps (SATA)</p> <p>2.3. Supporting Hard Drive Capacity: 2TB</p>	2	pc	2175.00	4,350.00

	<p>2.4. M.2 Dual Protocol: M.2 NVMe and M.2 SATA</p> <p>2.5. Operating System Support: MAC OS/Windows/Linux</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>				
4	<p>SATA to USB Adapter</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) Pcs SATA to USB Adapter, to be used as external storage.</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. Supports 2.5 inch & 3.5-inch HDD/SDD</p> <p>2.2. Power Supply: 12V for 3.5" HDD/SDD</p> <p>2.3. Operating System Support: MAC OS/Windows/Linux</p> <p>2.4. Plug n Play</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>	2	pc	1455.00	2,910.00
5	<p>RJ45 Pass Through Connector</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) Packs of RJ45 Pass Through Connector, which are network cabling requirements, specifically for DOST-ASTI LAN.</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. For CAT5e/CAT6 UTP cable</p> <p>2.2. Pass-through connector</p>	2	pack	545.00	1,090.00

	<p>2.3. 100 pcs per pack</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>				
6	<p>RJ45 Connector</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) Packs of RJ45 Connector, which are network cabling requirements, specifically for DOST-ASTI LAN.</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. For CAT5e/CAT6 UTP cable</p> <p>2.2. Works with most RJ45 crimp tools</p> <p>2.3. 100 pcs per pack</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>	2	pack	290.00	580.00
7	<p>RJ45 Rubber Boots</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) Packs of RJ45 Rubber Boots, which are network cabling requirements, specifically for DOST-ASTI LAN.</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. At least 27.5 mm length, 6mm hole,</p> <p>2.2. 100 pcs per pack</p> <p>2.3. Color: White</p> <p>3. DELIVERY AND PAYMENT TERMS</p>	2	pack	432.50	865.00

	<p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>				
8	<p>HDMI Cable</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Five (5) Rolls of HDMI Cable, one (1) meter per roll, to be used in meetings and events in DOST-ASTI.</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. At least 1 meter per roll</p> <p>2.2 Version: HDMI 2.0</p> <p>2.3. Supports 4K, 1080P Full HD</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>	5	roll	191.00	955.00
9	<p>HDMI Cable</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Five (5) Rolls HDMI Cable, five (5) meters per roll, to be used in meetings and events in DOST-ASTI.</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. At least 5 meters per roll</p> <p>2.2. Supports 4K, 1080P Full HD</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p>	5	roll	550.00	2,750.00

	<p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>				
10	<p>HDMI Cable</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Ten (10) Rolls HDMI Cable, ten (10) meters per roll, to be used for meetings and events in DOST-ASTI.</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. At least 10 meters per roll</p> <p>2.2. Supports 4K, 1080P Full HD</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>	10	roll	375.00	3,750.00
11	<p>Duct Tape</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Three (3) Rolls of Cloth/Duct Tape, to be used in repairing DOST-ASTI issued laptops, desktops, etc.</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. Sealing fiberglass insulation</p> <p>2.2. Sealing and general-purpose industrial applications</p> <p>2.3. Strong, flexible, and very sticky tape</p> <p>2.4. Long-lasting adhesive</p> <p>2.5. Resistance to weathering</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by</p>	3	roll	330.00	990.00

	<p>the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>				
12	<p>Power Supply with Case GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One (1) Lot of Power Supply with Case, to be used in repairing DOST-ASTI issued laptops, desktops, etc.</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 Riden RD6006P-W</p> <p>2.2. Includes s400 case with accessories</p> <p>2.3. Power: 400W</p> <p>2.4. Voltage: 65V</p> <p>3. DELIVERY and PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges</p>	1	lot	3850.00	3,850.00
13	<p>Digital Dual Wireless Handheld Microphone 1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Two (2) Sets of Digital Dual Wireless Handheld Microphone, to be used during meetings, trainings, and events in DOST-ASTI.</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. Operating Range: 50 meters</p> <p>2.2. Up to 200 channels</p> <p>2.3. LCD Display on receiver and mics provide system and battery-level status</p> <p>2.4. Audio Output Connector: 2 x balanced XLR1 x 6.35mm unbalanced TS</p> <p>2.5. Frequency Band: 640 MHz – 690 MHz</p> <p>2.6. S/N Ratio: 50 dB</p> <p>2.7. Display: LCD</p> <p>2.8. Auto Scan and Sync</p> <p>2.9. Auto Mute, Auto Wakeup, and Auto Sleep</p>	2	set	30775.00	61,550.00

	<p>3. OTHER CONDITIONS</p> <p>3.1. The supplier must submit an authorized dealer certificate or certificate of distributorship as an attachment to its quotation.</p> <p>4. WARRANTY</p> <p>4.1. With at least six (6) months warranty coverage.</p> <p>4.2. Parts and incidental costs related to the unit will be shouldered by the supplier provided that the error or damage on the equipment is not a result of user damage or misuse.</p> <p>5. DELIVERY AND PAYMENT TERMS</p> <p>5.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>5.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>5.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>5.4. The price of the bid must be inclusive of government taxes and charges.</p>				
14	<p>Wireless Lavalier Microphone</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) Set of Wireless Lavalier Microphone, to be used for DOST-ASTI meetings and events.</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. Channel: Dual</p> <p>2.2. Display: Backlit LCD</p> <p>2.3. Bandwidth: 24 MHz</p> <p>2.4. Audio Output: Balanced XLR & Unbalanced 6.3mm</p> <p>2.5. Auto scan function</p> <p>2.6. Mute button with remote-control jack for easy activation of mute function.</p> <p>2.7. Includes two bodypack transmitters and lavalier microphone.</p> <p>3. WARRANTY</p> <p>3.1. With at least six (6) months warranty coverage.</p> <p>3.2. Parts and incidental costs related to the unit will be shouldered by the supplier provided that the error or damage on the equipment is not a result of user damage or misuse.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the Goods shall be made by the</p>	1	set	42650.00	42,650.00

	<p>Supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>4.4. The price of the bid must be inclusive of government taxes and charges.</p>				
15	<p>UVC to HDMI Capture Converter</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Three (3) Units of Portable Speaker System with Wireless Mic, to be used in DOST-ASTI meetings and events.</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. Low latency</p> <p>2.2. Remote control support</p> <p>2.3. Plug and play</p> <p>2.4. UVC to HDMI conversion</p> <p>2.5. Up to 4K@30fps/1080p@60fps Resolution Supported</p> <p>2.6. Compatible with UVC1.1/UVC1.5 protocol</p> <p>2.7. Firmware upgrade support</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>3.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>3.4. The price of the bid must be inclusive of government taxes and charges.</p>	3	unit	13000.00	39,000.00

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 174,530.00

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.