



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

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	Apr-17-2023, 2:00 AM		
RFQ No.:	23-04-4315	Date:	April-12-2023
PR No.:	ALAM-23-04-16466	Date:	April-03-2023

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>LAMINATING MACHINE</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking a qualified and competent supplier for the Supply and Delivery of One (1) Laminating Machine.</p> <p>1.2 The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Dimensions: 56 cm x 27 cm x 16 cm (+/-)</p> <p>2.1.1 Ten percent (10%) minimum dimension variations (+/-) shall be accepted.</p> <p>2.2 Weight: 7.8kg to 10kg</p> <p>2.3 Maximum Binding Length: 300mm</p> <p>2.4 Working Temperature: 140+10 degrees</p> <p>2.5 Max Power Consumption: 450W</p> <p>2.6 Power Supply: 220V</p> <p>2.7 Other Specifications:</p> <p>2.7.1 Can laminate all sizes of paper</p> <p>2.7.2 With forward, reverse button</p> <p>2.7.3 Hot and cold Settings</p> <p>2.7.4 With infrared heating system</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p>	1	unit	5000.00	5,000.00

	<p>3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues.</p> <p>3.2 Defective/Incorrect items shall be replaced.</p> <p>3.3 One (1) year warranty.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1 Price must be inclusive of government taxes and other charges.</p> <p>4.2 Government terms, payment upon complete delivery.</p> <p>4.3 Delivery of goods shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed (NTP)</p>				
2	<p>AUDIO RECORDER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking a qualified and competent supplier for the Supply and Delivery of Two (2) Audio Recorder.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Micro SD Card</p> <p>2.1.1 Up to 55 hours of battery life.</p> <p>2.2 Micro SD Card Capacity</p> <p>2.2.1 Up to 32 GB of additional memory equivalent to over 536 hours (Micro SD 32 GB, MP3 128 kbps)</p> <p>2.3 Battery</p> <p>2.3.1 AAA alkaline batteries.</p> <p>2.3.2 Up to 55 hours / two full days of non-stop recording.</p> <p>2.4 Recording</p> <p>2.4.1 Recording Time</p> <p>2.4.1.1 Up to 59h 35m when recording in stereo at MP3 128 kbps.</p> <p>2.4.2 Recording Effects</p> <p>2.4.2.1 Adjustable microphone range for clearer voices</p> <p>2.4.2.2 Auto voice recording reduces background noise</p> <p>2.4.2.3 Adjustable microphone settings home in on sound</p> <p>2.4.2.4 Create cue points for fast forward and rewind through track.</p> <p>2.4.3 Recording Playback</p> <p>2.4.3.1 Transcription playback helps to review recordings</p> <p>2.5 Other Specifications</p> <p>2.5.1 Digital Pitch</p> <p>2.5.1.1 Control to slow down the playback speed</p> <p>2.5.2 S-microphone</p> <p>2.5.2.1 System captures distant or quiet sounds</p> <p>2.5.3 Linear PCM files</p> <p>2.5.3.1 Larger but capture more detail- ideal for recording music</p> <p>2.5.4 MP3 files</p> <p>2.5.4.1 Compressed but require less memory- better for recording long lectures or meetings</p> <p>2.5.5 ICD-PX470</p> <p>2.5.5.1 Play back MP3 and PCM files</p>	2	unit	7500.00	15,000.00

	<p>3. WARRANTY AND AFTER SALES SUPPORT 3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues. 3.2 Defective/Incorrect items shall be replaced. 3.3 One (1) year warranty.</p> <p>4. PAYMENT AND DELIVERY TERMS 4.1 Price must be inclusive of government taxes and other charges. 4.2 Government terms, payment upon complete delivery. 4.3 Delivery of goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p>				
3	<p>CONFERENCE SPEAKERPHONE</p> <p>1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking a qualified and competent supplier for the Supply and Delivery of One (1) Conference Speakerphone. 1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1 Bluetooth Standard - Bluetooth 4.2 - Bluetooth Low energy (BTLE) 2.2 Mount Style: Desktop 2.3 Handset Style: Cordless 2.4 Color: Black 2.5 Number of Phone Lines: 1 2.6 Handsfree 2.7 Wireless 2.8 Conference Calls</p> <p>3. WARRANTY AND AFTER SALES SUPPORT 3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues. 3.2 Defective/Incorrect items shall be replaced. 3.3 One (1) year warranty.</p> <p>4. PAYMENT AND DELIVERY TERMS 4.1 Price must be inclusive of government taxes and other charges. 4.2 Government terms, payment upon complete delivery. 4.3 Delivery of goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p>	1	unit	15000.00	15,000.00
4	<p>PAPER CUTTER (WOOD)</p> <p>1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking a qualified and competent supplier for the Supply and Delivery of One (1) Paper Cutter (Wood). 1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1 Material</p>	1	unit	2000.00	2,000.00

	<p>2.1.1 Wood-based cutter which can accommodate A4 (10" x 12"), B4 (12" x 15"), A3 (15" x 18"), among others</p> <p>2.2 Color</p> <p>2.2.1 Brown</p> <p>2.3 Paper size indicator</p> <p>2.3.1 A4/B5/A5/B6/B7 post card and photo sizes</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues.</p> <p>3.2 Defective/Incorrect items shall be replaced.</p> <p>3.3 One (1) year warranty.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1 Price must be inclusive of government taxes and other charges.</p> <p>4.2 Government terms, payment upon complete delivery.</p> <p>4.3 Delivery of goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p>				
5	<p>PROJECTOR</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking a qualified and competent supplier for the Supply and Delivery of One (1) Projector.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Projection Technology</p> <p>2.1.1 RGB liquid crystal shutter projection (3 LCD)</p> <p>2.2 Color</p> <p>2.2.1 White Light Output (Normal/Eco): 3,800 lm</p> <p>2.3 Resolution</p> <p>2.3.1 XGA</p> <p>2.4 Ratio</p> <p>2.4.1 Aspect Ratio: 4:3</p> <p>2.4.2 Contrast Ratio 16,000:1</p> <p>2.5 Projector Input</p> <p>2.5.1 Analog Input</p> <p>2.5.1.1 Composite: 1 RCA</p> <p>2.5.1.2 D-Sub 15 Pin: 1</p> <p>2.5.2 Digital Input HDMI: 1 (MHL not supported)</p> <p>2.5.3 Audio Input: 2 RCA</p> <p>3. OTHER SPECIFICATION</p> <p>3.1 Features:</p> <p>3.1.1 Wi-Fi (Optional)</p> <p>3.2 Light Source:</p> <p>3.2.1 Lamp</p> <p>3.3 USB Interface:</p> <p>3.3.1 USB Type A: 1 (For Wireless LAN, Firmware Update, Copy OSD Settings)</p> <p>3.3.2 USB Type B: 1 (For Firmware Update, Copy OSD Settings)</p> <p>3.4 Network: Wireless:</p> <p>3.4.1 Optional (ELPAP11)</p>	1	unit	40000.00	40,000.00

	<p>4. WARRANTY AND AFTER SALES SUPPORT</p> <p>4.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues.</p> <p>4.2 Defective/Incorrect items shall be replaced.</p> <p>4.3 One (1) year warranty.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1 Price must be inclusive of government taxes and other charges.</p> <p>5.2 Government terms, payment upon complete delivery.</p> <p>5.3 Delivery of goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p>				
6	<p>REFRIGERATOR</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking a qualified and competent supplier for the Supply and Delivery of One (1) Refrigerator.</p> <p>1.2 The approved budget for the contract is inclusive of all applicable government taxes and service charges.</p> <p>1.3 The technical specifications indicated herein are minimum requirement, unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATION</p> <p>2.1 Dimension: R600A Refrigerant</p> <p>2.1.1 (W x D x H) 540 mm x 620 mm x 1315 mm (+/-)</p> <p>2.1.1.1 Ten percent (10%) minimum dimension variations (+/-) shall be accepted.</p> <p>2.1.2 7.5 Cu. Ft. Two Door Top Mount Freezer</p> <p>2.2 Color: Ceramic Gray (Preferred)</p> <p>2.3 Refrigerator Inverter</p> <p>2.4 Other Specifications:</p> <p>2.4.1 Powerful compressor</p> <p>2.4.2 Spacious storage</p> <p>2.4.2.1 Bigger freezer</p> <p>2.4.2.2 Bigger fridge storage</p> <p>2.4.3 Modern flat door design</p> <p>2.4.4 Slim and sleek river flow handle design</p> <p>2.4.5 Built-in deodorizer</p> <p>2.4.5.1 Inside the Temperature Control Box</p> <p>2.4.6 Adjustable Slide-out Wire Shelves</p> <p>2.4.7 Semi Auto Defrost</p> <p>2.4.8 Eco-friendly</p> <p>2.4.8.1 Optimized cooling or advanced cooling performance</p> <p>2.4.8.2 Ability to reduce energy consumption</p> <p>WARRANTY AND AFTER SALES SUPPORT</p> <p>The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues.</p> <p>Defective/Incorrect items shall be replaced.</p>	1	unit	40000.00	40,000.00

One (1) year warranty.

PAYMENT AND DELIVERY TERMS

Price must be inclusive of government taxes and other charges.

Government terms, payment upon complete delivery.

Delivery of goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 117,000.00

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.*