



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Aug-20-2024, 2:00 PM		
RFQ No.:	24-08-4961	Date:	August-14-2024
PR No.:	GAA-24-08-19749	Date:	August-09-2024

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>Jacket with embroidered logo and text</p> <p>1. OVERVIEW</p> <p>1.1 DOST-ASTI is seeking a qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pcs of Jacket with Embroidered Logo and Text, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholder, etc.</p> <p>1.2 The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and charges.</p> <p>2. DOST-ASTI BRANDING MATERIALS</p> <p>2.1. Use of the DOST-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.</p> <p>2.2. 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,</p>	100	pc	1800.00	180,000.00

and shall issue a signed certification thereof.
 2.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. TECHNICAL SPECIFICATIONS

3.1. Description: Customized Jacket with embroidered logo and text

3.2. Quantity: One hundred (100) pieces

3.3. Color: Army green or similar

3.4. Fabric: Preferably stretch wool or water-repellent stretch fabric, microfiber lining

3.5. Two (2) side inset slash pockets with durable plastic zipper

3.6. Knit cuff and waistband

3.7. Full zip closure

3.8. Straight collar

3.9. Embroidered frontal and/or dorsal design

3.10. Design and Layout

3.10.1. The layout attached to the Request for Quotation (RFQ) is subject to change. Only minimum changes are allowed.

3.10.2. The end-user shall provide the final design and layout five (5) calendar days upon issuance of Notice to Proceed (NTP).

3.10.3. Supplier must submit one (1) customized sample similar to the design provided by the end-user, with similar approved swatches or cloth, showing sample craftsmanship and embroidery within ten (10) calendar days of receiving the final design from the end-user.

3.10.4. Maximum Number of Revisions: Three (3)

3.11. Sizes

3.11.1. XS, S, M, L, XL, XXL, XXXL

3.11.2. The end-user will provide a breakdown of sizes within five (5) calendar days of the issuance of NTP.

3.11.3. No additional charges to DOST-ASTI for XL, XXL, and XXXL sizes.

4. WARRANTY AND AFTER SALES SUPPORT

4.1. Supplier warrants the item against defects in manufacturing, as well as shipping and delivery issues.

4.2. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

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

5.2. Price must be inclusive of government taxes and other charges.

5.3. Payment upon complete delivery.

2	<p>Cord organizer pouch with logo and text 1. OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of Seventy (70) Pcs of Cord Organizer Pouch with Logo and Text Print, to</p>	70	pc	239.25	16,747.50
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be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholder, etc.

1.2. The ABC is inclusive of all government taxes and other charges.

2. DOST-ASTI BRANDING MATERIALS

2.1. Use of the DOST-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 PO and/or contract.

2.2. 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.

2.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

3. TECHNICAL SPECIFICATIONS

3.1. Description: Cord organizer pouch with logo and text

3.2. Quantity: Seventy (70) Pieces

3.3. Color: Black

3.4. Dimension: Approximately 7.5 (L) x 4.5 (W) x 2 (H) inches

3.5. Two (2) compartment designs with zipper enclosures

3.6. Fabric: Polyester or similar

3.7. Print: Preferably silk-screen or better

3.8. Design and Layout

3.8.1. The layout attached to the RFQ is subject to change. Only minimum changes are allowed.

3.8.2. The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.

3.8.3. Supplier must submit one (1) customized sample similar to the design provided by the end-user, with similar approved swatches or cloth, showing sample craftsmanship and embroidery within ten (10) calendar days of receiving the final design from the end-user.

3.8.4. Maximum Number of Revisions: Three (3)

4. WARRANTY AND AFTER-SALES SUPPORT

4.1. Supplier warrants the item against defects in manufacturing, as well as shipping and delivery issues.

4.2. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

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

5.2. Price must be inclusive of government taxes and

	other charges. 5.3. Payment upon complete delivery.				
3	<p>Notepad with logo and text</p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking a qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pcs of Notepads with Logo and Text Print, to be used as promotional material during information, education, and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2. The ABC is inclusive of all government taxes and other charges.</p> <p>2. DOST-ASTI BRANDING MATERIALS</p> <p>2.1. Use of the DOST-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 PO and/or contract.</p> <p>2.2. 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.</p> <p>2.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>3. TECHNICAL SPECIFICATIONS</p> <p>3.1. Description: Notepad with logo and text</p> <p>3.2. Quantity: One Hundred (100) Pieces</p> <p>3.3. Number of Sheet per Pad: Minimum of one hundred (100) sheets</p> <p>3.4. Dimensions: Preferably A5 size or approximately 5.8 inches x 8.3 inches</p> <p>3.5. Material: 120 GSM vellum paper or similar</p> <p>3.6. Full-color print on one side</p> <p>3.7. Print: Offset printing or similar</p> <p>3.8. Binding: Glued</p> <p>3.9. Chipboard Backing: Approximately 1mm thick</p> <p>3.10. Design and Layout</p> <p>3.10.1. The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>3.10.2. The end-user shall provide the Final design and layout five (5) calendar days after the issuance of the NTP.</p> <p>3.10.3. Upon receipt of the final design from the end-user, the supplier must submit one (1) customized sample similar to the design provided by the end-user with similar approved materials within ten (10) calendar days.</p> <p>3.10.4. Maximum Number of Revisions: Three (3)</p> <p>4. WARRANTY AND AFTER-SALES SUPPORT</p> <p>4.1. Supplier warrants the item against defects in</p>	100	pc	192.50	19,250.00

	<p>manufacturing, as well as shipping and delivery issues.</p> <p>4.2. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY ITEMS</p> <p>5.1. The supplier shall make Delivery of items within thirty (30) calendar days upon issuance of NTP.</p> <p>5.2. Price must be inclusive of government taxes and other charges.</p> <p>5.3. Payment upon complete delivery.</p>				
4	<p>Tumbler with logo and text</p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking a qualified and competent bidder for the Supply and Delivery of Seventy (70) Pcs of Tumbler with Logo and Text Print to be used as promotional material during information, education, and communication campaigns, signing/turnover activities with partners/stakeholder, etc.</p> <p>1.2. The ABC is inclusive of all government taxes and other charges.</p> <p>2. DOST-ASTI BRANDING MATERIALS</p> <p>2.1. Use of the DOST-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 PO and/or contract.</p> <p>2.2. 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.</p> <p>2.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>3. TECHNICAL SPECIFICATIONS</p> <p>3.1. Description: Customized double walled stainless-steel insulated tumbler</p> <p>3.2. Quantity: Seventy (70) pieces</p> <p>3.3. Color: Black and/or green</p> <p>3.4. Capacity: preferably 750ml or between 500 ml - 1500ml</p> <p>3.5. With reusable straw and multipurpose cover</p> <p>3.6. Design and Layout</p> <p>3.6.1. The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>3.6.2. The end-user shall provide the Final design and layout five (5) calendar days upon issuance of NTP.</p> <p>3.6.3. Upon receipt of the final design from the end-user, the supplier must submit one (1) customized sample similar to the design provided by the end-user with similar approved materials within ten (10) calendar days.</p>	70	pc	660.00	46,200.00

	<p>3.6.4. Maximum Number of Revisions: Three (3)</p> <p>4. WARRANTY AND AFTER-SALES SUPPORT</p> <p>4.1. Supplier warrants the item against defects in manufacturing, as well as shipping and delivery issues.</p> <p>4.2. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1. Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>5.2. Price must be inclusive of government taxes and other charges.</p> <p>5.3. Payment upon complete delivery.</p>				
5	<p>Jute bag with logo and text</p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking a qualified and competent bidder for the Supply and Delivery of One Hundred (100) Jute Bags with Logo and Text Print, to be used as promotional material during information, education, and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2. The ABC is inclusive of all government taxes and other charges.</p> <p>2. DOST-ASTI BRANDING MATERIALS</p> <p>2.1. Use of the DOST-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.</p> <p>2.2. 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.</p> <p>2.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>3. TECHNICAL SPECIFICATIONS</p> <p>3.1. Description: Jute bag with logo and text</p> <p>3.2. Quantity: One hundred (100) pieces</p> <p>3.3. Dimensions: Approximately 35 (width) X 29 (height) X 17 (depth) centimeters</p> <p>3.4. With zipper enclosure for the main compartment</p> <p>3.5. With inside pocket with zipper</p> <p>3.6. With bottom insert/stiffener</p> <p>3.7. Design and Layout</p> <p>3.7.1. The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>3.7.2. The end-user shall provide the final design and layout five (5) calendar days after the issuance of the Notice to Proceed (NTP).</p> <p>3.7.3. Supplier must submit one (1) customized</p>	100	pc	495.00	49,500.00

sample similar to the design provided by the end-user, with similar approved swatches or cloth, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.

3.7.4. Maximum Number of Revisions: Three (3)

4. WARRANTY AND AFTER-SALES SUPPORT

4.2. Supplier warrants the item against defects in manufacturing, as well as shipping and delivery issues.

4.3. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

5. PAYMENT AND DELIVERY TERMS

5.1. Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.

5.2. Price must be inclusive of government taxes and other charges.

5.3. Payment upon complete delivery

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 311,697.50

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.*