



**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>	Sep-04-2023, 2:00 PM		
<b>RFQ No.:</b>	23-08-4503	<b>Date:</b>	August-30-2023
<b>PR No.:</b>	NetMeshR11-23-08-17457	<b>Date:</b>	August-29-2023

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><b>Customized Cellphone and Tablet Stand/Holder</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Cellphone and Tablet Stand/Holder, which will be used as collaterals during conduct of NetMesh information and education campaigns, trainings, meetings, among others.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>1.3. Use of 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>1.4. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of 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>1.5. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of DOST-ASTI name</p>	100	pc	523.00	52,300.00

	<p>and logo branding/identity materials, including any and all variants.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material</p> <p>2.1.1. Wood material with carved design</p> <p>2.2. Dimension:</p> <p>2.2.1. Minimum of eight (8) centimeters in length</p> <p>2.2.2. Minimum of six (6) centimeters in width</p> <p>2.2.3. Minimum of two (2) centimeters in height</p> <p>2.3. Design</p> <p>2.3.1. Attached is the design in which revisions may be made by the supplier, but only upon the approval of the end user.</p> <p>2.3.2. The sample must be delivered within ten (10) calendar days upon issuance of Notice to Proceed (NTP) and must be coordinated with the end-user, for approval and/or mass production.</p> <p>2.3.3. Maximum three (3) revisions are allowed.</p> <p>3. WARRANTY</p> <p>3.1. The supplier ensures the item against defects in manufacturing and during shipping and delivery.</p> <p>3.2. Incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. The price of the bid must include government taxes and other charges.</p> <p>4.2. Delivery of the items shall be made by the supplier within thirty (30) calendar days upon approval of the final sample.</p> <p>4.3. Government payment terms. Payment shall be processed upon complete delivery and submission of relative documents.</p> <p>*50pcs charged against NetMeshR11 *50pcs charged against NetMeshR3</p>				
2	<p><b>Customized Planner/Notebook with built-in USB</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Planner/Notebook with Built-in USB, which will be used as collaterals during conduct of NetMesh information and education campaigns, trainings, meetings, among others.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. Use of 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>1.4. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of 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>1.5. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of DOST-ASTI name</p>	40	pc	1043.00	41,720.00

	<p>and logo branding/identity materials, including any and all variants.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material</p> <p>2.1.1. Leather with engraved design</p> <p>2.2. Dimensions/Size</p> <p>2.2.1. A5 in size (8.3 inches X 5.5 inches)</p> <p>2.3. Color</p> <p>2.3.1. Black (Preferred)</p> <p>2.4. USB Capacity</p> <p>2.4.1. 16GB</p> <p>2.5. Design</p> <p>2.5.1. Attached is the design in which revisions may be made by the supplier, but only upon the approval of the end user.</p> <p>2.5.2. The sample must be delivered within ten (10) calendar days upon issuance of NTP and must be coordinated with the end-user, for approval and/or mass production.</p> <p>2.5.3. Maximum three (3) revisions are allowed.</p> <p>3. WARRANTY</p> <p>3.1. The supplier ensures the item against defects in manufacturing and during shipping and delivery.</p> <p>3.2. Incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. The price of the bid must include government taxes and other charges.</p> <p>4.2. Delivery of the items shall be made by the supplier within thirty (30) calendar days upon approval of the final sample.</p> <p>4.3. Government payment terms. Payment shall be processed upon complete delivery and submission of relative documents.</p> <p>*10pcs charged against NetMeshR13 *30pcs charged against NetMeshR11</p>				
3	<p><b>Lanyards for the Project Closeout</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Lanyards, which will be used in NetMesh Project Closeout.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. Use of 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>1.4. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of 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>1.5. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of DOST-ASTI name and logo branding/identity materials, including any and</p>	60	pc	140.00	8,400.00

	<p>all variants.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Description</p> <p>2.1.1. With G-hook and side release, ideal to attach USB</p> <p>2.2. Dimensions</p> <p>2.2.1. Minimum of one (1) inch in width</p> <p>2.2.2. Minimum of thirty-six (36) inches in length</p> <p>2.3. Design</p> <p>2.3.1. Attached is the design in which revisions may be made by the supplier, but only upon the approval of the end user.</p> <p>2.3.2. The sample must be delivered within ten (10) calendar days upon issuance of NTP and must be coordinated with the end-user, for approval and/or mass production.</p> <p>2.3.3. Maximum three (3) revisions are allowed.</p> <p><b>3. WARRANTY</b></p> <p>3.1. The supplier ensures the item against defects in manufacturing and during shipping and delivery.</p> <p>3.2. Incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1. The price of the bid must include government taxes and other charges.</p> <p>4.2. Delivery of the items shall be made by the supplier within thirty (30) calendar days upon approval of the final sample.</p> <p>4.3. Government payment terms. Payment shall be processed upon complete delivery and submission of relative documents.</p> <p>*Charged against NetMeshR8</p>				
4	<p><b>Lanyards for the Training of NTC IT Personnel</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Lanyards, which will be used in NetMesh Project Closeout.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. Use of 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>1.4. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of 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>1.5. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Description</p> <p>2.1.1. With G-hook and side release, ideally with</p>	25	pc	140.00	3,500.00

USB attachment

2.2. Dimensions

2.2.1. Minimum of one (1) inch in width

2.2.2. Minimum of thirty-six (36) inches in length

2.3. Design

2.3.1. Attached is the design in which revisions may be made by the supplier, but only upon the approval of the end user.

2.3.2. The sample must be delivered within ten (10) calendar days upon issuance of NTP and must be coordinated with the end-user, for approval and/or mass production.

2.3.3. Maximum three (3) revisions are allowed.

3. WARRANTY

3.1. The supplier ensures the item against defects in manufacturing and during shipping and delivery.

3.2. Incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

4. PAYMENT AND DELIVERY TERMS

4.1. The price of the bid must include government taxes and other charges.

4.2. Delivery of the items shall be made by the supplier within thirty (30) calendar days upon approval of the final sample.

4.3. Government payment terms. Payment shall be processed upon complete delivery and submission of relative documents.

\*Charged against NetMeshR3

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

**Php 105,920.00**

**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.