



**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>	May-13-2025, 2:00 PM		
<b>RFQ No.:</b>	25-05-5222	<b>Date:</b>	May-07-2025
<b>PR No.:</b>	GAA-25-04-20996	<b>Date:</b>	April-22-2025

*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.

**JEFFREY A. ABOROT**  
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>Jackets as tokens for trainings and other activities</b> Jackets as tokens for trainings and other activities  1. TECHNICAL SPECIFICATIONS 1.1 Description: Customized jacket with embroidered logo and text 1.2 Quantity: 100 pieces 1.3 Color: Blue 1.4 Fabric: Polyester or better, preferably fabric with water-resistant, windproof, water-breathable, and stretch features 1.5 Two (2) inset side pockets with zipper 1.6 Adjustable cuffs 1.7 Full zip closure 1.8 Drawstring at the hem 1.9 Drawstring hood adjuster 1.10 Embroidered frontal and/or dorsal design or better 1.11 Individual plastic packaging 1.12 Design and Layout 1.12.1 The layout attached to the Request for Quotation (RFQ) is subject to change. Only minimum changes are allowed. 1.12.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of Notice to Proceed (NTP).	100	pc	1386.00	138,600.00

	<p>1.12.3 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.</p> <p>1.12.4 Maximum Number of Revisions: Three (3)</p> <p>1.12.5 Sizes</p> <p>1.12.5.1 XS, S, M, L, XL, XXL, 3XL, and 7XL</p> <p>1.12.5.2 The end-user will provide breakdown of sizes within five (5) calendar days of the issuance of NTP.</p> <p>1.12.5.3 No additional charges to DOST-ASTI for XL, XXL, 3XL, and 7XL sizes.</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>2.2 Price must be inclusive of government taxes and other charges</p> <p>2.3 Payment upon complete delivery</p>				
2	<p><b>Polo Shirts as tokens for trainings and other activities</b></p> <p>Polo Shirts as tokens for trainings and other activities</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Description: Customized polo shirt with embroidered logo and text</p> <p>1.2 Quantity: 100 pieces</p> <p>1.3 Color: Blue and/or White</p> <p>1.4 Fabric: Cotton or better</p> <p>1.5 Print: Embroidered frontal and/or dorsal design</p> <p>1.6 Finishing: Individual plastic packaging</p> <p>1.6.1 Design and Layout The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.6.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.6.3 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.</p> <p>1.6.4 Maximum Number of Revisions: Three (3)</p> <p>1.6.5 Sizes</p> <p>1.6.5.1 XS, S, M, L, XL, XXL, 3XL, and 7XL</p> <p>1.6.5.2 The end-user will provide breakdown of sizes within five (5) calendar days of the issuance of NTP.</p> <p>1.6.5.3 No additional charges to DOST-ASTI for XL, XXL, 3XL, and 7XL sizes</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>2.2 Price must be inclusive of government taxes and other charges.</p> <p>2.3 Payment upon complete delivery.</p>	100	pc	526.16	52,616.00
3	<p><b>Tote Bags as tokens for trainings and other activities</b></p> <p>Tote Bags as tokens for trainings and other activities</p>	50	pc	293.33	14,666.50

	<p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Description: Expandable canvass tote bag</p> <p>1.2 Quantity: 50 pieces</p> <p>1.3 Color: White or Off-white</p> <p>1.4 Fabric: Canvass or better</p> <p>1.5 Dimensions (Approximate): 17.5 in (length) X 15.5 in (width)</p> <p>1.6 Handle (Approximate): 25 in (length) X 1 in (width)</p> <p>1.7 Print: Sublimation or better</p> <p>1.8 Design and Layout</p> <p>1.8.1 The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.8.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.8.3 Supplier must submit customized sample similar to the design provided by the enduser, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.8.4 Maximum Number of Revisions: Three (3)</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>2.2 Price must be inclusive of government taxes and other charges.</p> <p>2.3 Payment upon complete delivery.</p>				
4	<p><b>Coasters as tokens for trainings and other activities</b></p> <p>Coasters as tokens for trainings and other activities</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Quantity: 100 pieces</p> <p>1.2 Material: Acacia wood or similar</p> <p>1.3 Dimensions (Approximate): 4 in (diameter) X 0.5 in (height)</p> <p>1.4 Print: Laser engraving or better</p> <p>1.5 Design and Layout</p> <p>1.5.1 The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.5.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.5.3 Supplier must submit customized sample similar to the design provided by the end-user, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.5.4 Maximum Number of Revisions: Three (3)</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>2.2 Price must be inclusive of government taxes and other charges.</p> <p>2.3 Payment upon complete delivery.</p>	100	pc	159.50	15,950.00
5	<p><b>Desk Pads as tokens for trainings and other activities</b></p> <p>Desk Pads as tokens for trainings and other activities</p> <p>1. TECHNICAL SPECIFICATIONS</p>	50	pc	360.06	18,003.00

	<p>1.1 Description: Customized vegan leather desk mat with multi-purpose strap</p> <p>1.2 Quantity: 50 pieces</p> <p>1.3 Material: Vegan leather</p> <p>1.4 Color: Navy blue and/or black</p> <p>1.5 Dimensions (Approximate): 80 cm X 30 cm</p> <p>1.6 Print: Leather stamped or laser engraved or better</p> <p>1.7 Design and Layout</p> <p>1.7.1 The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.7.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.7.3 Supplier must submit customized sample similar to the design provided by the end-user, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.7.4 Maximum Number of Revisions: Three (3)</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>2.2 Price must be inclusive of government taxes and other charges</p> <p>2.3 Payment upon complete delivery.</p>				
6	<p><b>Note Pads Tokens as tokens for trainings and other activities</b></p> <p>Note Pads Tokens as tokens for trainings and other activities</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Description: Customized small notebook with pen and sticky notes</p> <p>1.2 Quantity: 100 pieces</p> <p>1.3 Color: Preferably blue</p> <p>1.4 Dimensions (Approximate): 4.5 in X 5.5 in</p> <p>1.5 Print: Direct-to-film or better</p> <p>1.6 Finishing: Individual plastic packaging</p> <p>1.7 Design and Layout</p> <p>1.7.1 The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.7.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.7.3 Supplier must submit customized sample similar to the design provided by the end-user, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.7.4 Maximum Number of Revisions: Three (3)</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>2.2 Price must be inclusive of government taxes and other charges.</p> <p>2.3 Payment upon complete delivery.</p>	100	pc	216.33	21,633.00
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>					<b>Php 261,468.50</b>

## 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.