



**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>	Oct-31-2023, 2:00 PM		
<b>RFQ No.:</b>	23-10-4603	<b>Date:</b>	October-25-2023
<b>PR No.:</b>	INNOVATE-23-10-18111	<b>Date:</b>	October-20-2023

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>PROMOTIONAL MATERIAL: POLO SHIRT WITH LOGO (EMBROIDERED)</b></p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred Seventy (170) Pieces of Promotional material: Polo Shirt with Logo (Embroidered), to be used during the conduct of INNOVATE activities.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. DOST-ASTI Branding / Identity Materials</p> <p>1.3.1. 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 PO and/or contract.</p> <p>1.3.2. 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>1.3.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally</p>	170	pc	528.00	89,760.00

	<p>liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2. Technical Specifications</p> <p>2.1. Design: The End-user will provide the design within three (3) calendar days upon issuance of NTP.</p> <p>2.1.1. Revisions may be made by the supplier, but only upon the approval of End-user.</p> <p>2.1.2. Sample designs:</p> <p>2.1.2.1. Actual sample design shall be provided to the End-user within three (3) calendar days after the issuance of NTP.</p> <p>2.1.2.2. Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within five (5) calendar days upon provision of revisions.</p> <p>2.2. Quantity: 170 pieces</p> <p>2.3. Description:</p> <p>2.3.1. Polo Shirt of good quality</p> <p>2.3.2. Color: Dark Blue / Navy Blue (preferred but not required, subject for approval from End-user)</p> <p>2.3.3. Logos:</p> <p>2.3.3.1. Embroidered frontal and dorsal logo, project domain name system (DNS) and name (with project logo).</p> <p>2.3.3.2. Sizes:</p> <p>2.3.3.2.1. XS, S, M, L, XL, XXL, XXXL (if applicable)</p> <p>2.3.3.2.2. Breakdown of sizes will be provided by the end-user within five (5) calendar days upon issuance of NTP.</p> <p>3. After-sales Support</p> <p>3.1. The End-user must be able to request support by phone, e-mail, or through a website.</p> <p>4. Payment and Delivery Terms</p> <p>4.1. The Supplier must be able to deliver the Item within the following terms:</p> <p>4.1.1. The total units must be delivered on or before 01 December 2023.</p> <p>4.2. Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.</p>				
2	<p><b>PROMOTIONAL MATERIAL: USB CARD</b></p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred Seventy (170) Pieces of Promotional material: USB Card, to be used during the conduct of INNOVATE activities.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. DOST-ASTI Branding / Identity Materials</p>	170	pc	377.67	64,203.90

	<p>1.3.1. 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 PO and/or contract.</p> <p>1.3.2. 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>1.3.3. 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>2. Technical Specifications</p> <p>2.1. Design: The End-user will provide the design within three (3) calendar days upon issuance of NTP.</p> <p>2.1.1. Revisions may be made by the supplier, but only upon the approval of End-user.</p> <p>2.1.2. Sample designs:</p> <p>2.1.2.1. Actual sample design shall be provided to the End-user within three (3) calendar days after the issuance of NTP.</p> <p>2.1.2.2. Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within five (5) calendar days upon provision of revisions.</p> <p>2.2. Quantity: 170 pieces</p> <p>2.3. Description:</p> <p>2.3.1. White with front design</p> <p>2.3.1.1. Full Color Print; back-to-back</p> <p>2.3.2. Size: Standard ATM Size</p> <p>2.3.3. Storage Capacity: 8GB / 16GB (if not available, subject for end-user approval)</p> <p>3. After-sales Support</p> <p>3.1. The End-user must be able to request support by phone, e-mail, or through a website.</p> <p>4. Payment and Delivery Terms</p> <p>4.1. The Supplier must be able to deliver the Item within the following terms:</p> <p>4.1.1. The total units must be delivered on or before 01 December 2023.</p> <p>4.2. Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.</p>				
3	<p><b>PROMOTIONAL MATERIAL: METAL PEN</b></p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Supply, and Delivery of One</p>	170	pc	130.17	22,128.90

Hundred Seventy (170) pieces of Promotional material: Metal Pen, to be used during the conduct of INNOVATE activities.

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

1.3. DOST-ASTI Branding / Identity Materials

1.3.1. 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 PO and/or contract.

1.3.2. 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.

1.3.3. 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.

2. Technical Specifications

2.1. Design: The End-user will provide the design within three (3) calendar days upon issuance of NTP.

2.1.1. Revisions may be made by the supplier, but only upon the approval of End-user.

2.1.2. Sample designs:

2.1.2.1. Actual sample design shall be provided to the End-user within three (3) calendar days after the issuance of NTP.

2.1.2.2. Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within five (5) calendar days upon provision of revisions.

2.2. Quantity: 170 pieces

2.3. Description:

2.3.1. Body color: silver / black (preferred but not required, subject for end-user's approval.)

2.3.2. Feature: Clickable or twisted

2.3.3. Printing: 2 sided; colored

3. After-sales Support

3.1. The End-user must be able to request support by phone, e-mail, or through a website.

4. Payment and Delivery Terms

4.1. The Supplier must be able to deliver the Item within the following terms:

4.1.1. The total units must be delivered on or before 01 December 2023.

4.2. Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.

4	<p><b>PROMOTIONAL MATERIAL: BUTTON PIN</b></p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred Seventy (170) Pieces of Promotional material: Button Pin, to be used during the conduct of INNOVATE activities.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. DOST-ASTI Branding / Identity Materials</p> <p>1.3.1. 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 PO and/or contract.</p> <p>1.3.2. 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>1.3.3. 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>2. Technical Specifications</p> <p>2.1. Design: The End-user will provide the design within three (3) calendar days upon issuance of NTP.</p> <p>2.1.1. Revisions may be made by the supplier, but only upon the approval of End-user.</p> <p>2.1.2. Sample designs:</p> <p>2.1.2.1. Actual sample design shall be provided to the End-user within three (3) calendar days after the issuance of NTP.</p> <p>2.1.2.2. Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within five (5) calendar days upon provision of revisions.</p> <p>2.2. Quantity: 170 pieces</p> <p>2.3. Description and color: White standard button pin with colored logo</p> <p>2.3. Dimensions: 2.25 inches in diameter</p> <p>3. After-sales Support</p> <p>3.1. The End-user must be able to request support by phone, e-mail, or through a website.</p> <p>4. Payment and Delivery Terms</p> <p>4.1. The Supplier must be able to deliver the Item within the following terms:</p> <p>4.1.1. The total units must be delivered on or before 01 December 2023.</p> <p>4.2. Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for</p>	170	pc	99.00	16,830.00
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	goods, supplies, and materials not yet delivered under this Contract.				
5	<p><b>PROMOTIONAL MATERIAL: DESK CLOCK</b></p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pieces of Promotional Material: Desk Clock, to be used during the conduct of INNOVATE activities.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. DOST-ASTI Branding / Identity Materials</p> <p>1.3.1. 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 PO and/or contract.</p> <p>1.3.2. 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>1.3.3. 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>2. Technical Specifications</p> <p>2.1. Design: The End-user will provide the design within three (3) calendar days upon issuance of NTP.</p> <p>2.1.1. Revisions may be made by the supplier, but only upon the approval of End-user.</p> <p>2.1.2. Sample designs:</p> <p>2.1.2.1. Actual sample design shall be provided to the End-user within three (3) calendar days after the issuance of NTP.</p> <p>2.1.2.2. Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within five (5) calendar days upon provision of revisions.</p> <p>2.2. Quantity: 100 pieces</p> <p>2.3. Material: Varnished Brass Wood</p> <p>2.4. Style: Book Type</p> <p>2.5. Size:</p> <p>2.5.1. Folded:</p> <p>2.5.1.1. Length: 15 cm</p> <p>2.5.1.2. Height: 12 cm</p> <p>2.5.1.3. Width: 4 cm</p> <p>2.5.2. Stretched:</p> <p>2.5.2.1. Length: 30 cm</p> <p>2.5.2.2. Height: 12 cm</p> <p>2.5.2.3. Width: 4 cm</p> <p>2.6. Time Display Method: Analog</p> <p>2.7. Battery-operated</p> <p>2.8. Finish: Matte Finish</p> <p>2.9. With small inscriptions</p> <p>2.10. Supplier must provide a sample copy of their</p>	100	pc	1650.00	165,000.00

product that is similar to the requirement of the End-user, attached to their quotation.

3. After-sales Support

3.1. The End-user must be able to request support by phone, e-mail, or through a website.

4. Payment and Delivery Terms

4.1. The Supplier must be able to deliver the Item within the following terms:

4.1.1. The total units must be delivered on or before 01 December 2023.

4.2. Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.

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

**Php 357,922.80**

**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.*