



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Jun-14-2023, 2:00 PM		
RFQ No.:	23-06-4406	Date:	June-08-2023
PR No.:	GAA-23-06-16900	Date:	June-02-2023

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>Promotional Items: Eco-bags</p> <p>1.0. General Statement / Background / Objectives</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of Eco-bags as part of the promotional materials kit to be distributed during the conduct of the OpenRAN event.</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 specifications indicated herein are the minimum requirements unless otherwise specified.</p> <p>2.0. DOST-ASTI Branding / Identity 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 this 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 this Contract, and shall issue a signed certification thereof.</p> <p>2.3. The external provider/contractor/supplier,</p>	300	unit	217.25	65,175.00

	<p>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>3.0. Specifications</p> <p>3.1. End-user will provide the design. Revisions may be made by the Supplier but only upon the approval of End-user.</p> <p>3.2. Item Description</p> <p>3.2.1. Color: White / black body</p> <p>3.2.2. With handle</p> <p>3.2.3. Canvass fabric</p> <p>3.2.4. Containing logos</p> <p>3.2.5. With or without base and sides</p> <p>3.2.6. Size: 14 inch (height) x 12 inch (width) x 4 inches (base—if it will be included by the end-user)</p> <p>4.0. Warranty and After-sales support</p> <p>4.1. The Supplier warrants the eco-bag against defects in manufacturing and during shipping and delivery.</p> <p>4.2. Incorrect / disapproved items shall be immediately replaced by the Supplier at no additional cost.</p> <p>4.3. The End-user must be able to request support by phone / email / website.</p> <p>5.0. Payment and Delivery Terms</p> <p>5.1. The Supplier must be able to deliver the collateral within the following terms:</p> <p>5.1.1. A sample material must be provided (subject to End-user) within five (5) calendar days upon issuance of NTP.</p> <p>5.1.2. Up to two (2) revisions of sample material.</p> <p>5.1.3. Upon approval of sample material, seventy percent (70%) of the total units must be delivered within fifteen (15) calendar days.</p> <p>5.1.4. Remaining thirty percent (30%) of the total units must be delivered within fifteen (15) calendar days, right after the initial delivery.</p> <p>5.2. 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>Promotional Items: Notebook</p> <p>1.0. General Statement / Background / Objectives</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of Notebooks as part of the promotional materials kit to be distributed during the conduct of the OpenRAN event.</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 specifications indicated herein are the</p>	300	unit	203.50	61,050.00

minimum requirements unless otherwise specified.

2.0. DOST-ASTI Branding / Identity 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 this 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 this 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.

3.0. Specifications

3.1. End-user will provide the design. Revisions may be made by the Supplier but only upon the approval of End-user.

3.2. Item Description

3.2.1. Color: Black / Gray. If color is not available, color must be approved by the end-user first.

3.2.2. Hardbound cover

3.2.3. With garter

3.2.4. With glossy or embossed printing

3.2.5. Containing logos

3.2.6. Dimension: 8.27 inches x 5.71 inches

4.0. Warranty and After-sales support

4.1. The Supplier warrants the notebook against defects in manufacturing and during shipping and delivery.

4.2. Incorrect / disapproved items shall be immediately replaced by the Supplier at no additional cost.

4.3. The End-user must be able to request support by phone / email / website.

5.0. Payment and Delivery Terms

5.1. The Supplier must be able to deliver the collateral within the following terms:

5.1.1. A sample material must be provided (subject to End-user) within five (5) calendar days upon issuance of NTP.

5.1.2. Up to two (2) revisions of sample material.

5.1.3. Upon approval of sample material, seventy percent (70%) of the total units must be delivered within fifteen (15) calendar days.

5.1.4. Remaining thirty percent (30%) of the total units must be delivered within fifteen (15) calendar days, right after the initial delivery.

5.2. 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.				
3	<p>Promotional Items: Metal Pen with detachable cover</p> <p>1.0. General Statement / Background / Objectives</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of Metal Pens as part of the promotional materials kit to be distributed during the conduct of the OpenRAN event.</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 specifications indicated herein are the minimum requirements unless otherwise specified.</p> <p>2.0. DOST-ASTI Branding / Identity 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 this 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 this 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>3.0. Specifications</p> <p>3.1. End-user will provide the design. Revisions may be made by the Supplier but only upon the approval of End-user.</p> <p>3.2. Item Description</p> <p>3.2.1. Color: Black / Silver. If color is not available, color must be approved by the end-user first.</p> <p>3.2.2. Pen Ink: Black or blue ink</p> <p>3.2.3. With glossy or embossed printing</p> <p>3.2.4. With detachable cover</p> <p>4.0. Warranty and After-sales support</p> <p>4.1. The Supplier warrants the metal pen against defects in manufacturing and during shipping and delivery.</p> <p>4.2. Incorrect / disapproved items shall be immediately replaced by the Supplier at no additional cost.</p> <p>4.3. The End-user must be able to request support by phone / email / website.</p> <p>5.0. Payment and Delivery Terms</p> <p>5.1. The Supplier must be able to deliver the collateral within the following terms:</p> <p>5.1.1. A sample material must be provided (subject to End-user) within five (5) calendar days</p>	300	unit	143.55	43,065.00

	<p>upon issuance of NTP.</p> <p>5.1.2. Up to two (2) revisions of sample material.</p> <p>5.1.3. Upon approval of sample material, seventy percent (70%) of the total units must be delivered within fifteen (15) calendar days.</p> <p>5.1.4. Remaining thirty percent (30%) of the total units must be delivered within fifteen (15) calendar days, right after the initial delivery.</p> <p>5.2. 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>				
4	<p>Promotional Items: Universal Adapter with pouch</p> <p>1.0. General Statement / Background / Objectives</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of Universal Adapter with Pouch as part of the promotional materials kit to be distributed during the conduct of the OpenRAN event.</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 specifications indicated herein are the minimum requirements unless otherwise specified.</p> <p>2.0. DOST-ASTI Branding / Identity 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 this 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 this 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>3.0. Specifications</p> <p>3.1. End-user will provide the design. Revisions may be made by the Supplier but only upon the approval of End-user.</p> <p>3.2. Item Description</p> <p>3.2.1. Color: Black / white.</p> <p>3.2.2. With black / white pouch.</p> <p>4.0. Warranty and After-sales support</p> <p>4.1. The Supplier warrants the metal pen against defects in manufacturing and during shipping and delivery.</p> <p>4.2. Incorrect / disapproved items shall be</p>	300	unit	308.00	92,400.00

immediately replaced by the Supplier at no additional cost.

4.3. The End-user must be able to request support by phone / email / website.

5.0. Payment and Delivery Terms

5.1. The Supplier must be able to deliver the collateral within the following terms:

5.1.1. A sample material must be provided (subject to End-user) within five (5) calendar days upon issuance of NTP.

5.1.2. Up to two (2) revisions of sample material.

5.1.3. Upon approval of sample material, seventy percent (70%) of the total units must be delivered within fifteen (15) calendar days.

5.1.4. Remaining thirty percent (30%) of the total units must be delivered within fifteen (15) calendar days, right after the initial delivery.

5.2. 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 261,690.00

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.