



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Aug-26-2022, 2:00 PM		
RFQ No.:	22-08-3979	Date:	August-22-2022
PR No.:	GAA-22-08-14440	Date:	August-09-2022

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.

EMMANUEL P. BALINTEC
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Jacket</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking a qualified and competent supplier for the supply and delivery of seventy (70) pieces Jacket.</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 technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Customized jacket with kooha logo and wordmarks</p> <p>2.2 External (Outer): Cotton blend twill</p> <p>2.3 Internal (Inner): Polyester twill fabric</p> <p>2.4 Water-resistant fabric</p> <p>2.5 Style: Casual</p> <p>2.6 Stand-up collar</p> <p>2.7 Open slanted side pockets</p> <p>2.8 Full zip closure - black</p> <p>2.9 Cuffs with snap button closure</p> <p>2.10 Straight hem (waistband)</p> <p>2.11 Thickness: Standard</p> <p>2.12 Color: Teal Green with embroidered frontal and dorsal logo, project domain name system (DNS) and name</p>	70	pc	1500.00	105,000.00

	<p>(with KOOHA logo)</p> <p>2.13 Sizes: Various sizes (XXXL, XXL, XL, L, M, S, XS)</p> <p>2.14 Printing direct embroidery on the left chest and back refer to end-users design</p> <p>2.15 Sample fabric and sizes must be submitted during post-qualification, specifically five (5) calendar days upon receipt of notice from the procuring entity.</p> <p>2.16 Sample of final product/output must be submitted, for inspection, fifteen (15) calendar days upon issuance of Notice to Proceed (NTP). Maximum of two (2) revisions only.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 The price of bid must be inclusive of government taxes and additional fees.</p> <p>3.2 Government terms, payment upon complete delivery</p> <p>3.3 Delivery of goods shall be made thirty (30) calendar days upon approval of final product/output.</p>				
2	<p>Polo Shirt</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking a qualified and competent supplier for the supply and delivery of seventy (50) pieces Polo Shirt</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 technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Fabric: Cotton</p> <p>2.2 Color: teal green</p> <p>2.3 Design: with ASTI logo and DOST-ASTI website logo at the back, Koooha logo in front</p> <p>2.4 Sizes: Various sizes (XXXL, XXL, XL, L, M, S, XS)</p> <p>2.5 Sample fabric and sizes must be submitted during post-qualification, specifically five (5) calendar days upon receipt of notice from the procuring entity.</p> <p>2.6 Sample of final product/output must be submitted, for inspection, fifteen (15) calendar days upon issuance of Notice to Proceed (NTP). Maximum of two (2) revisions only.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 The price of bid must be inclusive of government taxes and additional fees.</p> <p>3.2 Government terms, payment upon complete delivery</p> <p>3.3 Delivery of goods shall be made thirty (30) calendar days upon approval of final product/output.</p>	50	pc	600.00	30,000.00
3	<p>Customized wooden Cellphone stand</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking a qualified and competent supplier for the supply and delivery of sixty (60) pieces Cellphone stand</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 technical specifications indicated herein are a</p>	60	pc	220.00	13,200.00

	<p>minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Material: wood</p> <p>2.2 Standard size: 15cm x 8cm (6" x 3.5")</p> <p>2.3 Opening at bottom for charging cord</p> <p>2.4 with Kooha logo (Rectangle 2.625" X 1")</p> <p>2.5 with Luna logo (Circle 2inches)</p> <p>2.6 with ASTI logo and DOST-ASTI website logo</p> <p>2.7 Sample of final product/output must be submitted, for inspection, fifteen (15) calendar days upon issuance of Notice to Proceed (NTP). Maximum of two (2) revisions only.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 The price of bid must be inclusive of government taxes and additional fees.</p> <p>3.2 Government terms, payment upon complete delivery</p> <p>3.3 Delivery of goods shall be made thirty (30) calendar days upon approval of final product/output.</p>				
4	<p>Customized Ecobag with logo and text printing</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking a qualified and competent supplier for the supply and delivery of seventy (70) pieces Ecobag</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 technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 standard size: 13in X 11in. and depth at 3 inches</p> <p>2.2 Material: Canvas</p> <p>2.3 Color: Teal green and white</p> <p>2.4 Vertical Orientation</p> <p>2.5 With Top Handle</p> <p>2.6 No Velcro, buttons, zippers, hooks, or any form of fastener</p> <p>2.7 With Kooha logo (Rectangle 3.75" X 2")</p> <p>2.8 Sample of final product/output must be submitted, for inspection, fifteen (15) calendar days upon issuance of Notice to Proceed (NTP). Maximum of two (2) revisions only.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 The price of bid must be inclusive of government taxes and additional fees.</p> <p>3.2 Government terms, payment upon complete delivery</p> <p>3.3 Delivery of goods shall be made thirty (30) calendar days upon approval of final product/output.</p>	70	pc	300.00	21,000.00
5	<p>Customized Insulated Tumbler</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking a qualified and competent supplier for the supply and delivery of fifty (50) pieces Insulated Tumbler</p> <p>1.2 The approved budget for the contract is inclusive of</p>	50	pc	400.00	20,000.00

	<p>all applicable government taxes and service charges</p> <p>1.3 The technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Capacity: 500ml</p> <p>2.2 Material: stainless steel</p> <p>2.3 Insulation: at least 12hrs</p> <p>2.4 Color: teal green</p> <p>2.5 Kooha logo (bottom): Rectangle (2.625" X 1")</p> <p>2.6 Easy to carry and long-lasting insulation</p> <p>2.7 Dishwasher Safe with food grade silicone</p> <p>2.8 Highly portable</p> <p>2.9 Sample of final product/output must be submitted, for inspection, fifteen (15) calendar days upon issuance of Notice to Proceed (NTP). Maximum of two (2) revisions only.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 The price of bid must be inclusive of government taxes and additional fees.</p> <p>3.2 Government terms, payment upon complete delivery</p> <p>3.3 Delivery of goods shall be made thirty (30) calendar days upon approval of final product/output.</p>				
6	<p>Customized Waterproof Vinyl Sticker</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking a qualified and competent supplier for the supply and delivery of fifty (50) pieces Vinyl Sticker</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 technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Sticker size: 2 inches</p> <p>2.2 Sticker shape: Circle</p> <p>2.3 Hi-Gloss inkjet friendly</p> <p>2.4 80GSM</p> <p>2.5 Full color, high-resolution printing</p> <p>2.6 Waterproof</p> <p>2.7 Scratch Resistant</p> <p>2.8 Laminated</p> <p>2.9 Machine Cut</p> <p>2.10 Ideal for indoor or outdoor applications, such as car, motor, bike, helmet, tumbler, laptop, cellphone case</p> <p>2.11 Can be reapplied and does not leave any adhesive residues</p> <p>2.12 Must be able to provide proofing copy before printing</p> <p>2.13 Sample of final product/output must be submitted, for inspection, fifteen (15) calendar days upon issuance of Notice to Proceed (NTP). Maximum of two (2) revisions only.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 The price of bid must be inclusive of government taxes and additional fees.</p>	50	pc	50.00	2,500.00

3.2 Government terms, payment upon complete delivery
3.3 Delivery of goods shall be made thirty (30) calendar days upon approval of final product/output.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 191,700.00

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.*



Customized wooden Cellphone stand

Material: wood

Standard size: 15cm x 8cm (6" x 3.5")

-Opening at bottom for charging cord

-with Kooha logo (Rectangle 2.625" X 1")

-with Luna logo (Circle 2inches)

-with ASTI logo and DOST-ASTI website logo

Qty: 60pcs.

Bid offer should be inclusive of all applicable taxes

Delivery Schedule: 30 days after NOA



Customized Ecobags with logo and text printing

standard size: 13in X 11in. and depth at 3 inches

Material: Canvas

Color: Teal green and white

-Vertical Orientation

-With Top Handle

-No Velcro, buttons, zippers, hooks, or any form of fastener

-with Kooha logo (Rectangle 3.75" X 2")

-Qty: 70pcs.

Bid offer should be inclusive of all applicable taxes

Delivery Schedule: 30 days after NOA



Customized Insulated Tumbler

Capacity: 500ml

Material: stainless steel

Insulation: at least 12hrs

Color: teal green

Kooha logo (bottom): Rectangle (2.625" X 1")

-Easy to carry and long-lasting insulation

-Dishwasher Safe with food grade silicone

-Highly portable

-Qty: 50pcs.

Bid offer should be inclusive of all applicable taxes

Delivery Schedule: 30 days after NOA



Jacket

Customized jacket with kooha logo and wordmarks

External (Outer): Cotton blend twill

Internal (Inner): Polyester twill fabric

-Water-resistant fabric

-Style: Casual

-stand-up collar

-open slanted side pockets

full zip closure - black

cuffs with snap button closure

straight hem (waistband)

Thickness: Standard

Color: Teal Green

with embroidered frontal and dorsal logo, project DNS and name

(with KOOHA logo)

-Need a sample fabric and sizes from supplier during post qualification

-Please see attached image of the design

-Qty: 70pcs.

Bid offer should be inclusive of all applicable taxes

Delivery date: 30 days after NOA



Customized Waterproof Vinyl Sticker

Sticker size: 2 inches

Sticker shape: Circle

Qty: 50pcs.

Material:

-Hi-Gloss inkjet friendly

-180GSM

-Full color, high resolution printing

-Water proof

-Scratch Resistant

-Laminated

-Machine Cut

- Ideal for indoor or outdoor applications, such as: car, motor, bike, helmet, tumbler, laptop, cellphone case

-Can be re applied and does not leave any adhesive residues

-Must be able to provide proofing copy before printing

Bid offer should be inclusive of all applicable taxes

Delivery Schedule: 30 days after NOA



Poloshirt

Fabric: Cotton

Color: teal green

Design: with ASTI logo and DOST-ASTI website logo at the back, Kooaha logo in front

Sizes: Various sizes (XXXL, XXL, XL, L, M, S, XS)

-Need a sample fabric and sizes from supplier during post qualification

-Please see attached image of the design

-Qty: 50pcs.

-Bid offer should be inclusive of all applicable taxes

-Delivery date: 30 days after NOA