



**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>	Mar-03-2023, 2:00 PM		
<b>RFQ No.:</b>	23-02-4262	<b>Date:</b>	February-27-2023
<b>PR No.:</b>	QCS-23-02-16106; GAA-22-02-16213	<b>Date:</b>	February-10-2023; February 22, 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 leather bag tag with logo and text printing</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking qualified and competent bidders for the Supply and Delivery of Sixty (60) Pieces Customized Leather Bag Tag.</p> <p>1.2 Said tokens shall be used for the conduct of QCS related activities/trainings</p> <p>1.3 The approved budget for the contract is inclusive of all applicable government taxes and service charges</p> <p>1.4 The technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Material: Leather</p> <p>2.2 Dimension: L11cm x W7.5cm</p> <p>2.3 Full Color UV Led Direct Print (Flat print)</p> <p>2.4 Color: Dark Orange</p> <p>2.5 With stretchable strap</p> <p>2.6 With full-out tag and label:</p> <p>2.6.1 Name:</p> <p>2.6.2 Address:</p> <p>2.6.3 City/State:</p>	60	pc	226.00	13,560.00

	<p>2.6.4 Telephone No.:</p> <p>2.7 With design/layout to be provided by the end-user.</p> <p>2.8 Sample/s, for approval of end-user, must be submitted for inspection within ten (10) calendar days upon issuance of Notice to Proceed.</p> <p>2.9 Maximum of two (2) revisions only.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 Price 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 sample.</p>				
2	<p><b>Customized T-shirt with logo and text printing</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking qualified and competent bidders for the Supply and Delivery of Sixty (60) Pieces Customized T-shirt.</p> <p>1.2 Said tokens shall be used for the conduct of QCS related activities/trainings.</p> <p>1.3 The approved budget for the contract is inclusive of all applicable government taxes and service charges.</p> <p>1.4 The technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. The supplier must abide by and meet the following specifications:</p> <p>2.1.1. T-shirts must be made of cotton material, smooth and soft</p> <p>2.1.2. Rubberized/High-quality printing</p> <p>2.1.3. With texts and logo in front and back</p> <p>2.1.4. Color: Full white, with orange for the design/layout</p> <p>2.1.5. Sizing requirements:</p> <p>2.1.5.1. Extra Small, Small, Medium, Large, 2XL, 3XL</p> <p>2.1.5.2. Breakdown of sizes will be provided by the end-user upon approval of final sample.</p> <p>2.1.6 Supplier must submit one (1) customized sample of T-shirt similar to the design provided by the end-user, with similar approved swatches/cloth, that shows sample craftsmanship and design, within ten (10) calendar days upon issuance of Notice to Proceed.</p> <p>2.1.7 Maximum Number of Revisions: Two (2)</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 Price 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 sample.</p>	60	pc	600.00	36,000.00
3	<p><b>Customized notepad with logo and text printing</b></p> <p>1. GENERAL OVERVIEW</p>	100	pad	150.00	15,000.00

<p>1.1 The Advanced Science and Technology Institute is seeking qualified and competent bidders for the Supply and Delivery of One Hundred (100) Customized Notepad.</p> <p>1.2 Said tokens shall be used for the conduct of QCS related activities/trainings.</p> <p>1.3 The approved budget for the contract is inclusive of all applicable government taxes and service charges.</p> <p>1.4 The technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Quantity: 100 pads</p> <p>2.2 Number of Sheets per Pad: 100 sheets</p> <p>2.3 Dimension: A5 size, 148.5 mm x 210 mm (5.8" x 8.3")</p> <p>2.4 Material: 120 GSM ivory brushed vellum paper or similar</p> <p>2.5 Full color print one side</p> <p>2.6 Process: Offset</p> <p>2.7 Binding: Glued</p> <p>2.8 Chipboard Backing: At least 1.15 mm thickness.</p> <p>2.9 With design/layout to be provided by the end-user.</p> <p>2.10 Sample/s, for approval of end-user, must be submitted for inspection ten (10) calendar days upon issuance of Notice to Proceed.</p> <p>2.11 Maximum of two (2) revisions only.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1 Price 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 sample.</p>				
<p>4 <b>Supply and Delivery of Advocacy Material (Shirt) for 2023 National Women's Month Celebration</b></p> <p>1. BACKGROUND</p> <p>1.1. The 2023 National Women's Month Celebration (NWMC) marks a juncture in the advancement of women's rights as it launches a new recurring theme for 2023 to 2028: We for Gender Equality and Inclusive Society.</p> <p>1.2. In support of the 2023 National Women's Month Celebration, the DOST-Advanced Science and Technology Institute (DOST-ASTI) is seeking qualified and competent bidders for the supply and delivery of advocacy materials which shall be distributed to all DOST-ASTI staff.</p> <p>1.3. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and other service charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. Quantity: Two hundred seventy (270) pieces</p> <p>2.2. Different sizes (S/M/L/XL/2XL/3XL/4XL/5XL)</p> <p>2.3. Supplier shall conform with the design provided by the Philippine by the Philippine Commission on Women. Please see attached illustration.</p> <p>2.4. Color: Royal Purple</p>	270	pc	266.20	71,874.00

	<p>2.5. Texture Type: Cotton</p> <p>2.6. Printing Method: Silkscreen</p> <p>2.7. Print Design: Print size must be visually clear and readable</p> <p>2.8. Final quantity of shirts per sizes shall be provided by the end-user</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Price is inclusive of government taxes, VAT, delivery, handling, shipping, packaging, and other applicable fees and charges.</p> <p>3.2. Supplier must replace the items delivered, in case of defects, within ten (10) calendar days upon receipt of notice from end-user.</p> <p>3.3. Items must be delivered on or before 20 March 2023</p>				
5	<p><b>Supply and Delivery of Advocacy Material (Gadget Organizer) for 2023 National Women's Month Celebration</b></p> <p>1. BACKGROUND</p> <p>1.1. The 2023 NWMC marks a juncture in the advancement of women's rights as it launches a new recurring theme for 2023 to 2028: We for Gender Equality and Inclusive Society.</p> <p>1.2. In support of the 2023 National Women's Month Celebration, the DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of advocacy materials which shall be distributed to all DOST-ASTI staff.</p> <p>1.3. The ABC is inclusive of all applicable government taxes and other service charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. Quantity: Two hundred seventy (270) pieces</p> <p>2.2. Design: With printed logo</p> <p>2.2.1. Supplier shall use the logo provided by the Philippine Commission on Women. Please see attached illustration.</p> <p>2.3. Gadget pouch with inside net garter pockets</p> <p>2.4. Made with foam padding and includes hand straps</p> <p>2.5. Material Type: Waterproof, washable</p> <p>2.6. Size: Compact size and lightweight</p> <p>2.7. Color: Purple</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Price is inclusive of government taxes, VAT, delivery, handling, shipping, packaging, and other applicable fees and charges.</p> <p>3.2. Supplier must replace the items delivered, in case of defects, within ten (10) calendar days upon receipt of notice from end-user.</p> <p>3.3. Items must be delivered on or before 20 March 2023.</p>	270	pc	288.20	77,814.00
6	<p><b>Supply and Delivery of Advocacy Material (Mouse Pad) for 2023 National Women's Month Celebration</b></p> <p>1. BACKGROUND</p> <p>1.1. The 2023 NWMC marks a juncture in the advancement of women's rights as it launches a new recurring theme for 2023 to 2028: We for Gender Equality and Inclusive Society.</p> <p>1.2. In support of the 2023 National Women's Month Celebration, the DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of advocacy materials which shall be distributed to all</p>	270	pc	150.70	40,689.00

DOST-ASTI staff.

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

**2. SPECIFICATIONS**

2.1. Quantity: Two hundred seventy (270) pieces

2.2. Design: With printed logo

2.2.1. Supplier shall use the logo provided by the Philippine Commission on Women. Please see attached illustration.

2.3. Height: 280 mm Width: 340 mm Depth: 1 mm

2.4. Weight: 90 g, approximate

2.5. Texture: Cloth Surface

2.6. Color: Purple

**3. PAYMENT AND DELIVERY TERMS**

3.1. Price is inclusive of government taxes, VAT, delivery, handling, shipping, packaging, and other applicable fees and charges.

3.2. Supplier must replace the items delivered, in case of defects, within ten (10) calendar days upon receipt of notice from end-user.

3.3. Items must be delivered on or before 20 March 2023.

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

**Php254,937 .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.