



**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>	Feb-10-2025, 2:00 PM		
<b>RFQ No.:</b>	25-02-5139	<b>Date:</b>	February-05-2025
<b>PR No.:</b>	ALAM-25-01-20506	<b>Date:</b>	January-02-2025

*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>Polo Shirts (Embroidered)</b> Tokens for project's activities/trainings/ workshops/ Congress/conferences/meetings  1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidders for Customized Embroidered Polo Shirts. 1.2. The Approved Budget for the Contract (ABC) includes all applicable government taxes and services charges.  2. Inclusions and Technical Specifications: 2.1. Fabric Type: Cotton + Polyester blend piqué double knit material with computerized embroidery 2.2. One (1) computerized embroidered colored logo and phrase on the front 2.3. Three (3) computerized embroidered colored logos on the back with government agencies' names 2.4. One (1) computerized embroidered phrase on the back 2.5 Fabric color: Navy Blue 2.6. SKAI-ALaM Logo and phrase 2.6.1 Height: 2.2 inch 2.6.2 Width: 3 inches 2.7. DOST NAME AND LOGO:	60	pc	600.00	36,000.00

	<p>2.7.1 Font: Arial  2.7.2 Font Size: 16 pt.  2.7.3. Height: 1.5 inch  2.7.4. Width: 1.5 inch  2.8. DOST-PCIEERD NAME AND LOGO:  2.8.1 Font: Arial  2.8.2 Font Size: 16 pt.  2.8.3. Height: 1.5 inch  2.8.4. Width: 1.5 inch  2.9. DOST-ASTI NAME AND LOGO:  2.9.1 Font: Arial  2.9.2 Font Size: 16 pt.  2.9.3. Height: 1.5 inch  2.9.4. Width: 1.5 inch  2.10. PHILIPPINE SKY ARTIFICIAL INTELLIGENCE  2.10.1. Font Style: Myriad Pro  2.10.2. Font Size 40 pt.</p> <p>2.11. DESIGN AND LAY-OUT  2.11.1 The end-user shall provide logos five (5) calendar days upon issuance of Notice to Proceed (NTP).  2.11.2. The layout attached to Request for Quotation (RFQ) is subject to change (minimum changes only).  2.11.3. Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.  2.11.4. Samples must be provided by the supplier prior to mass production and must be approved by the end-user.  2.12. The rate includes delivery charges, bank and tax charges, and all other charges related to the procurement.</p> <p>3. PAYMENT AND DELIVERY TERMS  3.1. Goods must be delivered on or before February 21, 2025 to Pryce Tower Condominium, Bajada, Davao City.  3.2. Payment shall be made at least one (1) month after the services are rendered. Payment will be in the form of bank transfer (LDDAP); thus, bank charge may apply.  3.3. Payment shall be made after the product/supply has been delivered. No payment shall be made for the goods not delivered/utilized under this contract.</p>				
2	<p><b>Corporate Jackets (embroidered)</b>  Tokens for project's activities/trainings/ workshops/ congress/conferences/meetings</p> <p>1.GENERAL OVERVIEW  1.1. DOST-ASTI is seeking qualified and competent bidders for Customized Embroidered Corporate Jackets.  1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2.Inclusions and Technical Specifications:  2.1. Fabric Type: C Polyester-viscose blend, wrinkle free, water resistant  2.2. With two (2) side seam pockets (one for each side), double lined cloth with zipper and collar</p>	25	pc	2000.00	50,000.00

	<p>2.3. One (1) computerized embroidered colored logo on the front</p> <p>2.4. Three (3) computerized embroidered logos on the back with</p> <p>2.5 One (1) computerized embroidered phrase on the back with government agencies' names</p> <p>2.6 Fabric color: Gray</p> <p>2.7. SkAI-ALaM Logo</p> <p>2.7.1 Height: 2.2 inch</p> <p>2.7.2 Width: 3 inches</p> <p>2.8. DOST NAME AND LOGO:</p> <p>2.8.1 Font: Arial</p> <p>2.8.2 Font Size: 16 pt.</p> <p>2.8.3. Height: 1.5 inch</p> <p>2.8.4. Width: 1.5 inch</p> <p>2.9. DOST-PCIEERD NAME AND LOGO:</p> <p>2.9.1 Font: Arial</p> <p>2.9.2 Font Size: 16 pt.</p> <p>2.9.3. Height: 1.5 inch</p> <p>2.9.4. Width: 1.5 inch</p> <p>2.10. DOST-ASTI NAME AND LOGO:</p> <p>2.10.1 Font: Arial</p> <p>2.10.2 Font Size: 16 pt.</p> <p>2.10.6. Height: 1.5 inch</p> <p>2.10.7. Width: 1.5 inch</p> <p>2.11. PHILIPPINE SKY ARTIFICIAL INTELLIGENCE</p> <p>2.11.1. Font Style: Myriad Pro</p> <p>2.11.2. Font Size 40 pt.</p> <p>2.12. DESIGN AND LAY-OUT</p> <p>2.12.1 The end-user shall provide logos five (5) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.12.2. The layout attached to Request for Quotation (RFQ) is subject to change (minimum changes only).</p> <p>2.12.3. Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.12.4. Samples must be provided by the supplier prior to mass production and must be approved by the end-user.</p> <p>2.13. The rate includes delivery charges, bank and tax charges, and all other charges related to the procurement.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Goods must be delivered on or before February 21, 2025 to Pryce Tower Condominium, Bajada, Davao City.</p> <p>3.2. Payment shall be made at least one (1) month after the services are rendered. Payment will be in the form of bank transfer (LDDAP); thus, bank charge may apply.</p> <p>3.3. Payment shall be made after the product/supply has been delivered. No payment shall be made for the goods not delivered/utilized under this contract.</p>				
3	<p><b>Customized Notebooks</b></p> <p>Tokens for project's activities/trainings/ workshops/ congress/conferences/meetings</p> <p>1.GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute</p>	100	pc	150.00	15,000.00

	<p>(ASTI) is seeking qualified and competent bidders for Customized Notebook.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. INCLUSIONS AND TECHNICAL SPECIFICATIONS:</p> <p>2.1. Cover Type: Moleskin Cover</p> <p>2.2 Cover Color: Navy Blue</p> <p>2.3 Size: A5</p> <p>2.4 Page quantity: 80 leaves</p> <p>2.5 Page quality: Dotted pages</p> <p>2.7. One (1) SkAI-ALaM computerized colored logo and phrase on the front cover</p> <p>2.8. Three (3) computerized logos (DOST Name, DOST - PCIEERD, DOST-ASTI, PHILIPPINE SKY ARTIFICIAL INTELLIGENCE) on the back with government agencies' names</p> <p>2.9 DESIGN AND LAY-OUT</p> <p>2.9.1 The end-user shall provide logos five (5) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.9.2. The layout attached to Request for Quotation (RFQ) is subject to change (minimum changes only).</p> <p>2.9.3. Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.9.4. Samples must be provided by the supplier prior to mass production and must be approved by the end-user.</p> <p>2.10. The rate includes delivery charges, bank and tax charges, and all other charges related to the procurement.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Goods must be delivered on or before February 21, 2025 to Pryce Tower Condominium, Bajada, Davao City.</p> <p>3.2. Payment shall be made at least one (1) month after the services are rendered. Payment will be in the form of bank transfer (LDDAP); thus, bank charge may apply.</p> <p>3.3. Payment shall be made after the product/supply has been delivered. No payment shall be made for the goods not delivered/utilized under this contract.</p>				
4	<p><b>Token for Invited Guests and Speakers during Program Wide Congress</b></p> <p>Tumbler with Coffee Bundle Box</p> <p>1.GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for token for invited guests and Speakers during program wide congress.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. INCLUSIONS AND TECHNICAL SPECIFICATIONS:</p> <p>2.1. Type: Insulated Vacuum-Sealed</p> <p>2.2 Material: Stainless Steel with Handle and Snap-On Lid</p> <p>2.3 Capacity: 16oz</p> <p>2.4 Color: Navy Blue</p> <p>2.5 Coffee: Davao Arabica Coffee (200 grams)</p>	15	pc	980.00	14,700.00

<p>2.6 With Brown Bundle Box</p> <p>2.7. One (1) SkAI-ALaM computerized colored logo and phrase on the front cover</p> <p>2.8. Three (3) computerized logos (DOST Name, DOST - PCIEERD, DOST-ASTI, PHILIPPINE SKY ARTIFICIAL INTELLIGENCE) on the back with government agencies' names</p> <p>2.9 DESIGN AND LAY-OUT</p> <p>2.9.1 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.9.2. The layout attached to RFQ is subject to change (minimum changes only).</p> <p>2.9.3. Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.9.4. Samples must be provided by the supplier prior to mass production and must be approved by the end-user.</p> <p>2.10. The rate includes delivery charges, bank and tax charges, and all other charges related to the procurement.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Goods must be delivered on or before February 21, 2025 to Pryce Tower Condominium, Bajada, Davao City.</p> <p>3.2. Payment shall be made at least one (1) month after the goods are rendered. Payment will be in the form of bank transfer (LDDAP); thus, bank charge may apply.</p> <p>3.3. Payment shall be made after the product/supply has been delivered. No payment shall be made for the goods not delivered/utilized under this contract.</p>				
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**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 115,700.00**

## GUIDELINES

### A. Content and Format of Quotations

- The Quotation/s must include the RFQ Number or the PR Number indicated above*
- Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:*
  - Computer and electronic equipment and its accessories or peripherals*
  - Software applications, programs, and digital licenses*
  - Commercial off-the-shelf electronic devices or components*
- 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.*
- 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**

- Upon submission of quotation*
  - Valid PhilGEPS Registration Number / Organization ID*
  - Valid Mayor's/Business Permit*
- 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.*