



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Mar-07-2025, 2:00 PM		
RFQ No.:	25-03-5156	Date:	March-03-2025
PR No.:	GAA-25-02-20727	Date:	February-26-2025

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	2025 National Women's Month Advocacy Polo Shirt 1. BACKGROUND AND OBJECTIVE 1.1 2025 National Women's Month Celebration (NWMC) carries the sub-theme: "Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas." This reinforces the core objective of RA 9710, or the Magna Carta of Women—to empower women, promote gender equality, and ensure equitable access to resources and opportunities. In support of this celebration, DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of polo shirts which shall be distributed to DOST-ASTI staff. 1.2. The Approved Budget for the Contract (ABC) is inclusive of government taxes and other applicable charges 2. TECHNICAL SPECIFICATIONS 2.1. Polo Shirt 2.2. Quantity: Three Hundred (300) pieces 2.3. Different sizes (S/M/L/XL/2XL/3XL/4XL) 2.4. Supplier shall conform with the design provided by the Philippine by the Philippine Commission on Women. Please see the attached illustration.	300	pc	347.00	104,100.00

	<p>2.4. Color: Royal Purple</p> <p>2.5. Texture Type: Cotton or honeycomb</p> <p>2.6. Printing Method: Heat Transfer/DTG/DTF</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 five (5) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.9. Supplier shall submit a sample with print of illustration/design of DOST-ASTI, for checking and approval of end-user, within three (3) calendar days upon issuance of NTP.</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants items against defects in manufacturing and shipping/delivery issues.</p> <p>3.2. Replacement should be provided for defective shirts, within seven (7) calendar days upon receipt of notice from the end-user and/or DOST-ASTI Property and Supply Section.</p> <p>4. TERMS OF DELIVERY AND PAYMENT</p> <p>4.1. Delivery shall be as follows:</p> <p>4.1.1. One hundred fifty (150) polo shirts shall be delivered to DOST-ASTI within ten (10) calendar days upon approval of final design.</p> <p>4.1.2. One hundred fifty (150) polo shirts shall be delivered, once again, to DOST-ASTI within twenty (20) calendar days after the first delivery.</p> <p>4.2. Price is inclusive of government taxes, VAT, delivery, handling, shipping, packaging, and other applicable fees and charges.</p> <p>4.3. Progress payment terms. Payment shall be processed upon satisfactory completion of the delivery of polo shirts as stated in 4.1.</p>				
2	<p>2025 National Women's Month Advocacy Collaterals (Drawstring Bag)</p> <p>1.1 2025 National Women's Month Celebration (NWMC) carries the sub-theme: "Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas." This reinforces the core objective of RA 9710, or the Magna Carta of Women—to empower women, promote gender equality, and ensure equitable access to resources and opportunities. In support of this celebration, DOST-ASTI is seeking qualified and competent bidders to supply and deliver Drawstring bags, which shall be distributed to DOST-ASTI staff who will participate in various Women's Month activities.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Drawstring Bag</p> <p>2.2. Quantity: One Hundred (100) pieces</p> <p>2.3. Size of the bag: 13 x 16.5 inches</p> <p>2.4. Supplier shall conform with the design provided by the Philippine by the Philippine Commission on Women. Please see the attached illustration.</p> <p>2.4. Color: White</p> <p>2.5. Materials: Nylon</p>	100	pc	137.50	13,750.00

2.6. Printing Method: Heat Transfer/DTG/DTF
 2.7. Print Design: Print size must be visually clear and readable
 2.8. Supplier shall submit a sample with print of illustration/design of DOST-ASTI, for checking and approval of end-user, within three (3) calendar days upon issuance of NTP.

3. WARRANTY

3.1. Supplier warrants items against defects in manufacturing and shipping/delivery issues.
 3.2. Replacement should be provided for defective bags, seven (7) calendar days upon receipt of notice from the end-user and/or DOST-ASTI Property and Supply Section.

4. TERMS OF DELIVERY AND PAYMENT

4.1. Supplier must deliver the items within fifteen (15) calendar days upon approval of sample.
 4.2. Price is inclusive of government taxes, VAT, delivery, handling, shipping, packaging, and other applicable fees and charges.
 4.3. Payment shall be processed upon satisfactory completion of the delivery of items.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 117,850.00

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.