



**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-18-2024, 2:00 PM		
<b>RFQ No.:</b>	24-03-4702	<b>Date:</b>	March-12-2024
<b>PR No.:</b>	GAA-24-03-18782	<b>Date:</b>	March-05-2024

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>VoIP Hardphone</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for qualified and competent suppliers for the supply and delivery of twenty-five (25) units of VoIP phones, which will be utilized by DOST-ASTI staff for inbound and outbound calls.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Supports at least two (2) lines and four (4) SIP accounts in each VoIP hardphone</p> <p>2.2. Includes power adapter</p> <p>2.3. Full-duplex speakerphone with HD audio to maximize audio quality and clarity</p> <p>2.4. Equipped with noise shield technology to minimize background noise</p> <p>2.5. Supports five (5)-way audio conferencing</p> <p>2.6. Auto-negotiation 10/100/1000 Mbps Ethernet port</p> <p>2.7. 132 x 48 (2.41") backlit graphical LCD display</p> <p>2.8. Two (2)-line keys with dual-color LED and support for four (4) SIP accounts, four (4) XML programmable context sensitive soft keys, five (5)</p>	25	unit	5782.15	144,553.75

Navigation and/or menu keys, and eight (8) dedicated function keys for: message (with LED indicator), transfer, headset, mute, send/redial, speakerphone, volume +, volume -

2.9. Hold, transfer, forward, five (5)-way conference, call park, call pickup, shared-call-appearance (SCA)/bridged-line-appearance (BLA), downloadable phonebook (XML, LDAP, up to 2000 items), call waiting, call log (up to 800 records), off-hook auto dial, auto answer, click-to-dial, flexible dial plan, hot-desking, personalized music ringtones and music on hold, server redundancy, and fail-over

**3. WARRANTY AND AFTERSALE SUPPORT**

- 3.1. Supplier warrants the items against defects in manufacturing and shipping and delivery issues.
- 3.2. Defective and incorrect items shall be replaced within seven (7) calendar days upon receipt of notice from the Property and Supply Section.
- 3.3. At least one (1) year warranty period.

**4. DELIVERY and PAYMENT TERMS**

- 4.1. Delivery of the Goods shall be made by the Supplier within thirty (30) calendar days upon issuance of Notice to Proceed.
- 4.2. Full payment will only be given once the items were completely delivered, inspected, and accepted by the End-user.
- 4.3. No payment shall be made if the supplies and materials are not yet delivered under this contract.
- 4.4. The price of the bid must be inclusive of government taxes and other charges.

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

**Php 144,553.75**

**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.