



**ASTI-FM 03-10  
REV 4/ 9 MAR 2022**

**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>	Apr-19-2024, 2:00 PM		
<b>RFQ No.:</b>	24-04-4761	<b>Date:</b>	April-15-2024
<b>PR No.:</b>	GAA-24-04-19057	<b>Date:</b>	April-12-2024

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>Replacement of LCD Screen for HP Pavillion X360 Convertible PC with installation</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider for the replacement of defective laptop screen. The replacement of the said defective laptop screen includes provision of PARTS and LABOR.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 13.3" diagonal FHD IPS UWVA WLED-backlit multitouch-enabled edge-to-edge glass (1920 x 1080) screen.</p> <p>2.2. Includes labor and materials for screen installation.</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty on parts.</p> <p>3.2. At least three (3) months warranty on labor.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed</p>	2	lot	9540.00	19,080.00

	<p>(NTP).</p> <p>4.2. The service provider who is qualified must have diagnosed the mentioned laptop before participating in the bid activity.</p> <p>4.3. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>				
2	<p><b>Repair of HP PRO BOOK 440 G7 laptop not turning on</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider to repair a defective laptop. The repair of said defective laptop includes PARTS and LABOR.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Board repair</p> <p>    2.1.1. Replace mofettes</p> <p>    2.1.2. Repair burn parts</p> <p>2.2. Includes labor and materials.</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty on parts.</p> <p>3.2. At least three (3) months warranty on labor.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. The service provider who is qualified must have diagnosed the mentioned laptop before participating in the bid activity.</p> <p>4.3. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	15400.00	15,400.00
3	<p><b>RAM for Lenovo ThinkPad L390</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider for the Supply and Delivery of One (1) Lot of Laptop Memory, specifically RAM.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Single stick of 8 GB DDR4</p> <p>2.2. 2400MHz frequency</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty on parts.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for the supplies</p>	1	lot	3674.00	3,674.00

	and materials not yet delivered under this contract.				
4	<p><b>RAM for Lenovo ThinkPad E14</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider for the Supply and Delivery of One (1) Lot of Laptop Memory, specifically RAM.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Single stick of 16GB DDR4</p> <p>2.2. 2666 MHz frequency</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty on parts.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	6204.00	6,204.00
5	<p><b>SSD and RAM for Lenovo ThinkPad E480</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider for the Supply and Delivery of One (1) Lot of SSD and Laptop Memory / RAM.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. SSD</p> <p>2.1.1. 500GB capacity</p> <p>2.1.2. SATA 2.5-inch form factor</p> <p>2.2. RAM</p> <p>2.2.1. single stick of 16 GB DDR4</p> <p>2.2.2. 2133 MHz frequency</p> <p>3. Warranty</p> <p>3.1. At least one (1) year warranty on parts.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for the supplies and materials not yet delivered under this contract.</p>	1	lot	9108.00	9,108.00
6	<p><b>RAM and Keyboard for Lenovo ThinkPad E490</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider for the Supply and Delivery of One (1) Lot of Keyboard and Laptop Memory / RAM.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p>	1	lot	10725.00	10,725.00

2. TECHNICAL SPECIFICATIONS

2.1. Keyboard

2.1.1. Embedded laptop keyboard for Lenovo ThinkPad E490

2.1.2. US Keyboard layout

2.2. RAM

2.2.1. Two (2) sticks of 8 GB DDR4

2.2. 2. 2400 MHz frequency

3. Warranty

3.1. At least one (1) year warranty on parts.

4. DELIVERY AND PAYMENT TERMS

4.1. The item must be delivered within thirty (30) calendar days upon issuance of NTP.

4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the end-user. No payment shall be made for the supplies and materials not yet delivered under this contract.

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

**Php 64,191.00**

**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.*