



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Dec-02-2024, 2:00 PM		
RFQ No.:	24-11-5108	Date:	November-28-2024
PR No.:	GAA-24-11-20344	Date:	November-25-2024

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>Workshop Consumable - Stainless Steel Cable tie</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF TWO (2) PACKS OF STAINLESS-STEEL CABLE TIES to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance.</p> <p>1.2. The Approved Budget for the Contract (ABC) includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. One hundred (100) pcs per pack</p> <p>2.2. Material: Stainless steel</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p>	2	pack	350.00	700.00

	<p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>				
2	<p>Workshop Consumable - Rubber Tape</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF TEN (10) PCS OF RUBBER TAPE to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: Rubber with adhesive</p> <p>2.2. Used in insulation and protection for wires</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>	10	pc	150.00	1,500.00
3	<p>Workshop Consumable - Double Sided Adhesive tape</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF FIVE (5) METERS OF DOUBLE-SIDED ADHESIVE TAPE to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Transparent</p> <p>2.2. Waterproof</p> <p>3. WARRANTY</p>	5	meter	750.00	3,750.00

	<p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>				
4	<p>Workshop Consumable - Foam Tape</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF ONE (1) ROLL OF FOAM TAPE to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: Ethylene-Vinyl Acetate Copolymer</p> <p>2.2. Heat proof</p> <p>2.3. Non toxic</p> <p>2.4. Moisture proof</p> <p>2.5. Anti-corrosion</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>	1	roll	100.00	100.00
5	<p>Workshop Consumable - Labeller tape refill</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF TWO (2) PCS OF TAPE REFILL to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance and must be</p>	2	pc	450.00	900.00

	<p>compatible with the existing Dymo LetraTag label makers in ESG.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 9 mm vinyl label tape</p> <p>2.2. Color: White</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>				
6	<p>Workshop Consumable - Labeller tape refill</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF THREE (3) PCS OF TAPE REFILL to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance and must be compatible with the existing Dymo LetraTag label makers in ESG.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 9 mm vinyl label tape</p> <p>2.2. Color: Green</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered</p>	3	pc	450.00	1,350.00

	under this contract.				
7	<p>Workshop Consumable - Labeller tape refill</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF THREE (3) PCS OF TAPE REFILL to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance and must be compatible with the existing Dymo LetraTag labor makers in ESG.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 9 mm vinyl label tape</p> <p>2.2. Color: Yellow</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>	3	pc	450.00	1,350.00
8	<p>Hand Tool - Rubber Mallet</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF ONE (1) PC OF RUBBER MALLET to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Rubber hammerhead</p> <p>2.2. Size: 24 oz</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p>	1	pc	600.00	600.00

	<p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>				
9	<p>Laboratory Tool - Multimeter</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF THREE (3) PCS OF MULTIMETER to be used in the continuous operation of the Metbuoy station, especially during the conduct of its quarterly maintenance.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Handheld multimeter</p> <p>2.2. Functions Measured:</p> <p>2.2.1. Current</p> <p>2.2.1.1. AC</p> <p>2.2.1.2. DC</p> <p>2.2.2. Voltage</p> <p>2.2.2.1. AC</p> <p>2.2.2.2. DC</p> <p>2.2.3. Capacitance</p> <p>2.2.4. Resistance</p> <p>2.2.5. Temperature</p> <p>2.3. Equipped with:</p> <p>2.3.1. True RMS</p> <p>2.3.2. Diode test</p> <p>2.3.3. Continuity test</p> <p>2.4. Surge Protection: 6 kV peak per IEC 61010</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>	3	pc	10000.00	30,000.00
10	<p>Laboratory Tool - Clamp Meter</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF TWO (2) PCS OF CLAMP METER to be used in the continuous</p>	2	pc	16000.00	32,000.00

	<p>operation of the Metbuoy station, especially during the conduct of its quarterly maintenance.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Current:</p> <p>2.1.1. AC: 400 A (10 mA) True RMS</p> <p>2.1.2. DC: 400 A (10 mA)</p> <p>2.1.3. Accuracy:</p> <p>2.1.3.1. AC: $\pm 2.5\%$</p> <p>2.1.3.2. DC: $\pm 2.0\%$</p> <p>2.2. Voltage:</p> <p>2.2.1. AC: 600 V (1 mV)</p> <p>2.2.2. DC: 600 V (0.1 mV) True RMS</p> <p>2.2.3. Accuracy:</p> <p>2.2.3.1. AC: $\pm 1.2\%$</p> <p>2.2.3.2. DC: $\pm 0.8\%$</p> <p>2.3. Non-Contact Voltage (NCV): 100 to 600 V</p> <p>2.4. Resistance: 40 MΩ (0.1 Ω)</p> <p>2.5. Capacitance: 40 mF (0.01 nF)</p> <p>2.6. Frequency: 1 MHz (0.01 Hz)</p> <p>2.7. Equipped with:</p> <p>2.7.1. Duty cycle</p> <p>2.7.2. Diode / continuity</p> <p>3. WARRANTY</p> <p>3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.</p> <p>3.2. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.</p> <p>4.3. No payment shall be made for item/s not delivered under this contract.</p>				
11	<p>Antenna - LoRa High Gain Antenna (8 dBi)</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF ONE (1) PC OF LoRa HIGH GAIN ANTENNA (8 dBi) to be used in the continuous testing of LoRa modules of the Metbuoy station.</p> <p>1.2. Will be part of the prototype under the Metbuoy+ project.</p> <p>1.3. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Antenna gain: 8 dBi \pm 0.8 dBi</p> <p>2.2. Frequency range: 858 – 878 MHz</p> <p>2.3. Length: 1300 mm (1.3 m)</p>	1	pc	7000.00	7,000.00

2.4. V.S.W.R.: ≤ 2.0
 2.5. Efficiency: ≥ 60%
 2.6. Radiation pattern: Omni-Directional
 2.7. Maximum input power: ≥ 2 W
 2.8. Polarization: Linear polarization/Vertical
 2.9. Impedance: 50 ohms
 2.10. Material
 2.10.1. Radiator: Copper
 2.10.2. Coating: FRP (white light)
 2.11. Cable type: RG-141 50 ohms
 2.12. Connector type: N-J double tooth connector
 2.13. Temperature:
 2.13.1. Operating temperature: -30 to 65 degrees Celsius
 2.13.2. Storage temperature: -30 to 65 degrees Celsius
 2.14. Robust enough to withstand the harsh outdoor environment

3. WARRANTY
 3.1. Must have at least six (6) months of warranty from the time of delivery which covers defects in the fabrication and components.
 3.2. Warranty service shall commence from the date of end-user acceptance.
 3.3. Any repair or replacement service must be performed within fifteen (15) calendar days upon receipt of notice from DOST-ASTI.

4. DELIVERY AND PAYMENT TERMS
 4.1. The goods must be delivered within forty-five (45) calendar days upon issuance of NTP.
 4.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user.
 4.3. No payment shall be made for item/s not delivered under this contract.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 79,250.00

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.