



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Jul-18-2025, 2:00 PM		
RFQ No.:	25-07-5337	Date:	July-14-2025
PR No.:	GAA-25-05-21353	Date:	May-27-2025

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	LAPTOP MEMORY 1. GENERAL OVERVIEW 1.1. DOST-ASTI is looking for a qualified and competent service provider of two (2) pieces of laptop memory for the following devices: 1.1.1. HP Probook 440 G7 Property number: 01-21-605-030-00001 Serial number: 5CD0496HCB End-user: Mikko Mayo 1.1.2. HP Probook 440 G7 Property number: 01-21-605-030-00025 Serial number: 5CD0496HC2 End-user: Jerard Vincent Leyva 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges. 2. TECHNICAL SPECIFICATIONS 2.1. 16gb DDR4 2667MHz (1 pc for each of the 2 laptops) 2.2. Compatible with HP Probook 440 G7 3. WARRANTY	2	pc	4900.00	9,800.00

	<p>3.1. At least six (6) months warranty</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within twenty (20) calendar days upon issuance of Notice to Proceed.</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>				
2	<p>LAPTOP MEMORY</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider of six (6) pieces of laptop memory for the following devices:</p> <p>1.1.1. Acer TravelMate P215-54-57HH Property number: 2023-04-05-03-0801-002 Serial number: NXVVRSP0082480BBBBB67600 End-user: Eric Dalida</p> <p>1.1.2. Acer Travelmate P214-53 Property number: 01-22-321003-0705 Serial number: NXVPKSP00H2032C0057600 End-user: Reniel Domirez</p> <p>1.1.3. Acer Travelmate P214-53 Property number: 01-22-321003-0693 Serial number: NXVPKSP00H2032BE7D7600 End-user: JVerigel Mandane</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. 16gb DDR4 3200MHz (2 pcs each of the 3 laptops)</p> <p>2.2. Compatible with Acer Travelmate P214-53</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within twenty (20) calendar days upon issuance of Notice to Proceed (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>	6	pc	5100.00	30,600.00
3	<p>LAPTOP CHARGER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and</p>	1	pc	1900.00	1,900.00

	<p>competent service provider of one (1) piece of laptop charger for the following device:</p> <p>1.1.1. Acer TravelMate P215-54 Property Number: 2023-04-05-03-0468-002 Serial number: NXVVRSP0082480BB6C7600I End-user: Mark Aries Delfino</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. At least 45W AC adapter 2.2. Genuine or OEM 2.3. Compatible with Acer TravelMate P215-54</p> <p>3. WARRANTY</p> <p>3.1. At least six (6) months warranty</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within twenty (20) calendar days upon issuance of Notice to Proceed (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>				
4	<p>LAPTOP SCREEN REPLACEMENT</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. This is for the following device:</p> <p>1.1.1. Acer TravelMate P215-54 Property Number: 01101101-24-605-030-00010 Serial number: K2309N0255974 End-user: Carl Wilson Binuluan</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. 15.6" 2.2. Full HD 2.3. IPS 2.4. LCD screen for MSI Thin GF63 12VE 2.5. Includes installation</p> <p>3. Warranty</p> <p>3.1. At least six (6) months warranty on parts and labor</p>	1	lot	9500.00	9,500.00

	<p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The item must be delivered within twenty (20) calendar days upon issuance of Notice to Proceed (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>				
5	<p>REPLACEMENT OF LAPTOP LCD SCREEN</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. This is for the following device:</p> <p>1.1.1. MSI GP65 Property Number: 01-21-605-030-00073 Serial number: K2009N0103719 End-user: Roanne C. Nepunan</p> <p>1.1.1. MSI GP65 Property Number: 01-21-605-030-00076 Serial number: K2009N0103715 End-user: Karline Sheen Garcia</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. Two (2) units of LCD screen compatible with MSI GP65 Leopard</p> <p>2.2. Genuine</p> <p>2.3. Includes labor and materials for screen installation.</p> <p>2.4. at least Full HD resolution</p> <p>3. Warranty</p> <p>3.1. At least Six (6) months warranty</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within twenty (20) calendar days upon issuance of Notice to Proceed (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	32000.00	32,000.00
6	<p>Power Supply Unit for Desktop</p> <p>1. GENERAL OVERVIEW</p>	1	unit	14500.00	14,500.00

<p>1.1. DOST-ASTI is looking for a qualified and competent supplier for the supply and delivery of One (1) power supply unit. This is for the following device:</p> <p>1.1.1. Desktop</p> <p>Property Number: 00-19-605-030-00085</p> <p>Serial number: 18057135000014210342</p> <p>End-user: Alvin de Gracia</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. Cybenetics Efficiency: At least Platinum</p> <p>2.2. Cybenetics Noise: A</p> <p>2.3. ATX Connector: at least One (1)</p> <p>2.4. ATX12V Version: 3.1</p> <p>2.5. Cable Type: Sleeved and flat black cables</p> <p>2.6. Continuous Power W: at least 1000 watts</p> <p>2.7. EPS Connector: at least Two (2)</p> <p>2.8. Fan Bearing Technology: Fluid Dynamic Bearing</p> <p>2.9. Fan Size MM: at least 140mm</p> <p>2.10. Multi GPU ready</p> <p>2.11. SATA Connector: at least Eight (8)</p> <p>2.12. PATA Connector: at least Eight (8)</p> <p>2.13. Fully Modular</p> <p>2.14. PCIe Connector: at least Five (5)</p> <p>2.15. Form Factor: ATX</p> <p>2.16. Zero RPM Mode</p> <p>2.17. 80 PLUS Efficiency : Platinum</p> <p>3.Warranty</p> <p>3.1. At least six (6) months warranty</p> <p>4.DELIVERY and PAYMENT TERMS</p> <p>4.1. The goods must be delivered within twenty (20) calendar days upon issuance of Notice to Proceed (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>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 98,300.00

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.