



**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	May-13-2024, 2:00 PM		
RFQ No.:	24-05-4802	Date:	May-07-2024
PR No.:	GAA-24-04-19133	Date:	April-24-2024

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>RECHARGEABLE ELECTRIC FAN</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Rechargeable Electric Fan to be used in the daily operations of the agency.</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. 16" Rechargeable Oscillating Fan w/ 18W COB LED</p> <p>2.2. Power: 2W</p> <p>2.3. 6V 7AH Sealed Lead Acid Battery</p> <p>2.4. Charging Time (CT): 24hrs Fan</p> <p>2.5. Operation Time (OT): 3(H) 6hrs(L)</p> <p>2.6. 6500K Daylight</p> <p>2.7. LED Operation Time (OT): up to 50hrs</p> <p>2.8. 5V1A x2USB</p> <p>2.9. 230Vac 50/60Hz</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants the items against defects in manufacturing and shipping and delivery issues.</p>	2	unit	4000.00	8,000.00

	<p>3.2. Defective and incorrect items shall be replaced within seven (7) calendar days upon receipt of notice from the Property and Supply Section.</p> <p>3.3. Warranty period should be at least six (6) months.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the Goods shall be made by the Supplier within thirty (30) 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 if items are not yet delivered under this contract.</p>				
2	<p>ALCOHOL DISPENSER WALL TYPE</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Alcohol Dispenser Wall Type to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Type: Automatic</p> <p>2.2. Material: At least ABS Plastic + Electric parts</p> <p>2.3. Color: White</p> <p>2.4. Capacity: 500-1000ml</p> <p>2.5. Size: approx.12.5 x 11.1 x 26cm</p> <p>2.6. Must be battery operated of 4 pcs AA Battery as Power Supply</p> <p>2.7. Package includes of:</p> <p>2.7.1. Must have 1x auto alcohol/gel sanitizer dispenser</p> <p>2.7.2. Must have four (4) pcs/pack AA Battery</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants the items against defects in manufacturing and shipping and delivery issues.</p> <p>3.2. Defective and incorrect items shall be replaced within seven (7) calendar days upon receipt of notice from the Property and Supply Section.</p> <p>3.3. Warranty period should be at least six (6) months.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the Goods shall be made by the Supplier within thirty (30) 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 if items are not yet delivered under this contract.</p>	3	unit	3500.00	10,500.00
3	<p>ALCOHOL DISPENSER WITH STAND</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Alcohol Dispenser with Stand to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes</p>	12	unit	8000.00	96,000.00

and services charges.

2. TECHNICAL SPECIFICATIONS

2.1. Material: ABS Alloy with Stand

2.2. Color: White

2.3. Capacity: Approx. 500-1000 ml

2.4. Sensor Distance: Approx. 8cm

2.5. Dispenser Size: Approx. 14x14x29cm

2.6. Height of Stand: Approx. 120cm

2.7. Stand Material: Metal

2.8. Must be battery operated of four (4) pcs AA battery as power supply

2.9. Alcohol dispensers must possess the following functional features:

2.9.1. For Alcohol/Gel Hand Sanitizer - When the infrared smart sensor detected the hand beneath the sprayer within around 3" (7.6cm), the spray automatically turned on, and auto-turned off after a certain dosage.

2.9.2. Visible Window - Semi-transparent window allows you easily see how much volume left.

2.9.3. Auto spray once when detecting hands beneath, super useful for public places.

2.9.4. Firm Stand but not too heavy, easy to install and remove.

2.9.5. Adjustable Height Stand - This allows you to install it for different public places.

2.9.6. Easy Installation - Simple structure makes DIY installation fast, the built-in screw holes on the stand allow you to fix the dispenser super easy.

2.10. Package includes of:

2.10.1. Must have 1x auto alcohol/gel sanitizer dispenser

2.10.2. Must have 1x dispenser stand

2.10.3. Must have four (4) pcs/pack AA Battery

3. WARRANTY

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. Warranty period should be at least six (6) months.

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 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 if items are not yet delivered under this contract.

4	JUMBO ROLL TISSUE DISPENSER AND JUMBO ROLL TISSUE PAPER 1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Jumbo Roll Tissue Dispenser and Jumbo Roll Tissue Paper to be used in the daily operations of the agency.	1	lot	21000.00	21,000.00
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1.2. The ABC includes all applicable government taxes and services charges.

2. TECHNICAL SPECIFICATIONS

2.1. JUMBO ROLL TISSUE DISPENSER

2.1.1. Quantity: Six (6) units

2.1.2. Material: Plastic

2.1.3. Color: Black

2.1.4. Dimension (LxWxH) (Approx.): 25cm x 13cm x 28cm

2.1.5. Wall-mounted

2.1.6. Storage Features: Waterproof, includes lid, locking

2.1.7. Must fit 9-inch (minimum) single jumbo roll toilet paper

2.1.8. Designed to provide ease of use with a serrated bottom for neat and easy tearing of tissue paper.

2.1.9. Break-resistant plastic construction and lock guards against pilferage.

2.1.10. Easily monitor tissue supply on dispenser through black transparent plastic.

2.1.11. Designed to be wall mounted for space saving purpose.

2.1.12. Sawtooth Design – Easy-to-cut tissue paper.

2.1.13. Durable compact and space saver.

2.2. JUMBO ROLL TISSUE PAPER

2.2.1. Quantity: Two (2) boxes

2.2.1. Made from 100% Virgin Pulp, 2-ply

2.2.2. Size (Minimum): 24cm diameter across x 8.5cm wide

2.2.3. Inclusion: Twelve (12) rolls/box

2.2.4. Shelf life: Three (3) years

2.2.5. Anti-clogging, water soluble and flushable

3. WARRANTY

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. Warranty period should be at least six (6) months.

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 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 if items are not yet delivered under this contract.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 135,500.00

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.