



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Jul-26-2023, 2:00 PM		
RFQ No.:	23-07-4455	Date:	July-21-2023
PR No.:	GAA-23-07-17156	Date:	July-12-2023

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>Cable Ties 12"</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) Packs of Twelve Inches (12") Cable Ties (100 per pack) that will be used for maintenance of lightning stations.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>TECHNICAL SPECIFICATIONS</p> <p>2.1. Length: 12 inches (5 x 300mm)</p> <p>2.2. Color: White (Preferred), other color acceptable subject to approval of end-user/Procuring Entity (PE)</p> <p>PACKAGE CONTENTS</p> <p>3.1. One hundred (100) pcs, twelve inches (12") cable ties (per pack)</p> <p>4. WARRANTY</p> <p>4.1. Three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>4.2. Any replacement service must be successfully</p>	10	pack	150.00	1,500.00

	<p>performed within fifteen (15) calendar days.</p> <p>DELIVERY AND PAYMENT TERMS</p> <p>6.1. The goods must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>6.2. 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>Cable Ties 6"</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) Packs of Six Inches (6") Cable Ties (100 per pack) that will be used for maintenance of lightning stations.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Length: 6 inches (4 x 150mm)</p> <p>2.2. Color: Black (Preferred), other color acceptable subject to approval of end-user/PE</p> <p>3. PACKAGE CONTENTS</p> <p>3.1. One hundred (100) pcs, six inches (6") cable ties (per pack)</p> <p>4. WARRANTY</p> <p>4.1. Must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>4.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>5. DELIVERY AND PAYMENT TERMS</p> <p>5.1. The goods must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>5.2. 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>	10	pack	79.85	798.50
3	<p>Bolt Cutter</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) Pieces Bolt Cutter that will be used for maintenance of lightning stations.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Length: Approx. 36mm</p> <p>2.2. Material: steel</p> <p>2.3. Weight: Approx. 31oz or 874g</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 materials</p>	2	pc	2300.00	4,600.00

	<p>and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods 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>				
4	<p>Adjustable Wrench 8"</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) Pieces of 8 Inches (8") Adjustable Wrench that will be used for maintenance of lightning stations.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material:</p> <p> 2.1.1. Drop forged steel</p> <p> 2.1.2. Chrome Finish</p> <p>2.2. Size: 8" (200mm)</p> <p>2.3. Max Jaws Opening: 15/16" (24mm)</p> <p>3. WARRANTY</p> <p>3.1. The 8" adjustable wrench must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods 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>	3	pc	450.00	1,350.00
5	<p>Adjustable Wrench 10"</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) Pieces of 10 Inches (10") Adjustable Wrench that will be used for maintenance of lightning stations.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material:</p> <p> 2.1.1. Drop forged steel</p> <p> 2.1.2. Chrome Finish</p> <p>2.2. Size: 10" (250mm)</p> <p>2.3. Max Jaws Opening: 1 3/16" (30mm)</p>	3	pc	480.00	1,440.00

	<p>3. WARRANTY</p> <p>3.1. must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods 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>				
6	<p>Needle Nose Pliers</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) Pieces Needle Nose Pliers that will be used for maintenance of lightning stations.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Approximate Dimensions:</p> <p>2.1.1. Length: 174.8 mm</p> <p>2.1.2. Height: 14.4 mm</p> <p>2.1.3. Width: 58.3 mm</p> <p>2.1.4. Weight: 0.204kg</p> <p>2.2. Material: Forged carbon steel jaws</p> <p>3. WARRANTY</p> <p>3.1. Must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>5. DELIVERY AND PAYMENT TERMS</p> <p>5.1. The goods must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>5.2. 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>	3	pc	480.00	1,440.00
7	<p>Cutting Pliers</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) Pieces Cutting Pliers that will be used for maintenance of lightning stations.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p>	3	pc	480.00	1,440.00

	<p>2.1. Material: 2.1.1. Forged carbon steel jaws</p> <p>2.2. Approximate Dimensions: 2.2.1. Length: 163.1 mm 2.2.2. Height: 16.5 mm 2.2.3. Width: 61.3 mm 2.2.4. Weight: 0.208 kg</p> <p>3. WARRANTY 3.1. The cutting pliers must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance. 3.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>4. DELIVERY AND PAYMENT TERMS 4.1. The goods 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.</p>				
8	<p>Screwdriver Set</p> <p>1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Two (2) Sets of Screwdriver that will be used for maintenance of lightning stations. 1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. Approximate Dimensions: 2.1.1. Screwdriver sizes: 3.0x65, 5.0x65, 6.0x65mm 2.1.2 Philip drive sizes: PH0x65, PH1x65, PH2x65mm 2.1.3 Scratch awl size: 3x65mm 2.1.4 Track remover size: 5x65mm 2.1.5 Packing: Plastic box</p> <p>3. PACKAGE CONTENTS 3.1. Six (6) pcs of different sizes screwdriver 3.2. One (1) pc. scratch awl 3.3. One (1) pc. tack remover 3.4. One (1) pc. handle</p> <p>4. WARRANTY 4.1. The screwdriver sets must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance. 4.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>5. DELIVERY AND PAYMENT TERMS 5.1. The goods must be delivered within thirty (30) calendar days upon issuance of NTP. 5.2. Full payment will only be given once the item is</p>	2	set	720.00	1,440.00

	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.				
9	<p>Allen Key</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) sets of Allen Key that will be used for maintenance of lightning stations.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Approximate Dimensions:</p> <p>2.1.1 Material: Rubberized handle</p> <p>2.1.2 Key sizes: T9, T10, T15, T20, T25, T27, T30 and T40</p> <p>2.1.3 Length: 5.1" or 13cm</p> <p>2.1.4 Weight: 6oz or 170g</p> <p>3. PACKAGE CONTENTS</p> <p>3.1. Two (2) sets of Allen Key, each set containing:</p> <p>3.1.1. One (1) T9 hex key size</p> <p>3.1.2. One (1) T10 hex key size</p> <p>3.1.3. One (1) T15 hex key size</p> <p>3.1.4. One (1) T20 hex key size</p> <p>3.1.5. One (1) T25 hex key size</p> <p>3.1.6. One (1) T27 hex key size</p> <p>3.1.7. One (1) T30 hex key size</p> <p>3.1.8. One (1) T40 hex key size</p> <p>4. WARRANTY</p> <p>4.1. The allen key sets must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>4.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>5. DELIVERY AND PAYMENT TERMS</p> <p>5.1. The goods must be delivered within thirty (30) calendar days upon issuance of NTP.</p> <p>5.2. 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	set	360.00	720.00
10	<p>Spray Paint</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One Hundred Thirty-Six (136) Pieces of Spray Paint that will be used for maintenance of lightning stations.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Paint type: Acrylic</p>	136	pc	220.00	29,920.00

	<p>2.2. Weight: 300 g</p> <p>2.3. Color: Grey</p> <p>3. WARRANTY</p> <p>3.1. The spray paints must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods 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>				
11	<p>Steel Brush</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) Pieces Steel Brush that will be used for maintenance of lightning stations.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Brush type: Heavy Duty Brush</p> <p>2.2. Length: Approx. 260 mm</p> <p>2.3. Brush Length: Approx. 140 mm</p> <p>2.4. Brush Height: Approx. 25 mm</p> <p>2.5. Brush Width: Approx. 30 mm</p> <p>3. WARRANTY</p> <p>3.1. The steel brush must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods 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>	5	pc	420.00	2,100.00
12	<p>Paint Brush</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of ten (10) pcs paint brush that will be used for maintenance of lightning stations.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and service charges.</p>	10	pc	50.00	500.00

	<p>1.3. The technical specifications written herein are of minimum requirement, unless otherwise stated.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Approximate Dimensions:</p> <p>2.1.1 Brush width: 2" (50 mm)</p> <p>2.1.2 Brush length: 45 mm</p> <p>2.1.3 Brush thickness: 11 mm</p> <p>2.1.4 Material: Wood handle, white bristles</p> <p>3. WARRANTY</p> <p>3.1. The paint brush must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. The goods 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>				
13	<p>Metal Circular Brush for Angle Grinder</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) Pieces Metal Circular Brush for Angle Grinder that will be used for maintenance of lightning stations.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Brush type: Metal brush</p> <p>2.2. Circular hole diameter: Approx. 32 mm (3/4")</p> <p>2.3. Wire diameter: Approx. 0.3 mm</p> <p>2.4. Max speed: Approx. 4500 RPM</p> <p>3. PACKAGE CONTENTS</p> <p>3.1. Five (5) pcs of metal circular brush for angle grinder each containing the following:</p> <p>3.1.1. Two (2) pc of 3/4" plastic washers</p> <p>3.1.2. Two (2) pc of 1/2" plastic washers</p> <p>3.1.3. Two (2) pc of 5/8" plastic washers</p> <p>3.1.4. Two (2) pc of 7/8" plastic washers</p> <p>3.1.5. Two (2) pc of 1" plastic washers</p> <p>4. WARRANTY</p> <p>4.1. The metal circular brush for angle grinder must have at least three (3) months of warranty from the time of delivery which covers defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.</p> <p>4.2. Any replacement service must be successfully performed within fifteen (15) calendar days.</p>	5	pc	680.00	3,400.00

5. DELIVERY AND PAYMENT TERMS

- 5.1. The goods must be delivered within thirty (30) calendar days upon issuance of NTP.
- 5.2. 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 50,648.50

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.*