



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

| | | | |
|--|----------------------|--------------|------------------|
| Kind of Procurement Activity: | Shopping | | |
| Deadline of Submission of Bids: | Feb-27-2023, 2:00 PM | | |
| RFQ No.: | 23-01-4244 | Date: | February-22-2023 |
| PR No.: | GAA-23-01-15946 | Date: | January-13-2023 |

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>ACETATE</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Transparent and in roll</p> <p>1.2. Thickness (min.): 0.08mm</p> <p>1.3. Width (min.): 1.20 meters</p> <p>1.4. Length (min.): 50 meters per roll</p> <p>1.5. Shall be wound on a core of hard kraft paper board</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 2 | roll | 1000.00 | 2,000.00 |
| 2 | <p>MAGAZINE FILE BOX, Large</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Material:</p> <p>1.1.1. Chipboard: 3mm thick (min)</p> <p>1.1.2. Leatherette paper for outside cover</p> <p>1.1.3. Coated paper for inside cover</p> <p>1.2. Outside Dimension:</p> <p>1.2.1. Width: 110mm (min)</p> <p>1.2.2. Height: 265mm (min)</p> <p>1.2.3. Length: 220mm (min)</p> <p>1.3. Front of box: With finger ring and provision for label insert</p> <p>1.4. Back end open</p> | 5 | pc | 105.05 | 525.25 |

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|---|---|---|------|----------|-----------|
| | <p>1.5. Assorted colors (red, green, blue and maroon) one shade only</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | | | | |
| 3 | <p>MOUSE, WIRELESS, USB</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Model: M590 Wireless Mouse</p> <p>1.2. Weight: At least 1.63g</p> <p>1.3. Mouse: At least 103x64x40mm/4.06x2.52x1.57in (Height x Width x Depth)</p> <p>1.4. Connection Type: Bluetooth Smart and at least 2.4GHz wireless connection</p> <p>1.5. Wireless Range: Minimum 10m/32.8ft</p> <p>1.6. Scroll Wheel: Yes</p> <p>1.7. Standard and Special Buttons: Tilt wheel with middle button for easy switching</p> <p>1.8. Gesture Support: Yes (both for Windows and Mac)</p> <p>2. WARRANTY</p> <p>2.1. Warranty Period should be at least 6 months</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 1 | unit | 500.00 | 500.00 |
| 4 | <p>PAPER SHREDDER</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Strip-cut</p> <p>1.2. Receptacle Volume: Thirty (30) liters (min.) capacity, manufacturer's standard on the paper bin.</p> <p>1.3. Sheet Capacity: Twelve (12) sheets using 70gsm; or Eight (8) sheets using 80gsm.</p> <p>1.4. Intake Throat Width (min.): 220mm</p> <p>1.5. Cutting Width (max.): 4mm</p> <p>1.6. Cutting Speed: Manufacturer's Standard</p> <p>1.7. Can also shred paper clips, staples, credit cards and compact discs (CDs)</p> <p>1.8. Electric Motor (min.): 180 watts</p> <p>1.9. Transmission: Mostly metal gears, the only acceptable part of the gear that would be plastic are the HELICAL GEAR</p> <p>1.10. Continuous Run Time (min.): Twenty (20) minutes</p> <p>1.11. Automatic Start/Stop Control</p> <p>1.12. Mobility: with Casters</p> <p>1.13. With Operating Manual in English</p> <p>1.14. Brand shall be engraved/embossed/printed on the item</p> <p>1.15. Additional Salient Specifications</p> <p>1.15.1. Jam Proof: Shredders have means to detect paper thickness to avoid paper jams by rejecting paper that is fed beyond capacity, and have more powerful motors to handle jumbled or misfed paper</p> <p>1.15.2. Safety Sensor or Safety Features: Manufacturer's Standard</p> <p>1.15.3. Silent Operation: Shredder designed for reduced noise in shared workspaces or department copy rooms with sound pressure level (dB) of 70</p> | 1 | unit | 26100.00 | 26,100.00 |

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|---|--|----|------|--------|----------|
| | <p>(max.)</p> <p>1.15.4. Mess Reduction System: Shredder features an automatic or manual cleaning cycle that prevents paper build-up on cutters. To eliminate overflow, a sensor lets the user know when to empty the bin.</p> <p>1.16. Green Specifications</p> <p>1.16.1. Energy Savings System: Standby mode when not in use.</p> <p>2. WARRANTY</p> <p>2.1. Warranty: 1 year</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP+B60</p> | | | | |
| 5 | <p>Adaptor</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Application: Indoor</p> <p>1.2. Finish: Glossy</p> <p>1.3. Series: Adaptor</p> <p>1.4. Universal Adaptor</p> <p>1.5. Current: 10 Amperes</p> <p>1.6. Voltage: 250 Volts</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 1 | pc | 165.00 | 165.00 |
| 6 | <p>Car Air Freshener</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. can be easily attached to air vents of car to spread the pleasing fragrance</p> <p>1.2. actively freshens & neutralizes unwanted car odors - provides fresh & clean scent</p> <p>1.3. Fragrances: Sky breeze, citrus, lavender comfort, NZ Springs, Vanilla Bliss</p> <p>1.4. 2pcs of 2ml of concentrated fragrance last up to 30 days</p> <p>1.5. simply clip on to the car's air vents</p> <p>1.6. Genuinely eliminates odor's in the air rather than simply masking them</p> <p>1.7. leaves a light scent</p> <p>1.8. discrete and easy to use</p> <p>- Preferred Brand: Ambi Pur car mini clip</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 45 | pc | 185.00 | 8,325.00 |
| 7 | <p>Overhead Projector Transparency Film</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Transparency Film</p> <p>1.2. Size: A4</p> <p>1.3. 100 sheets per pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 1 | pack | 368.50 | 368.50 |
| 8 | <p>Plastic Inserts</p> | 5 | pack | 205.33 | 1,026.65 |

| | | | | | |
|----|--|----|-----|--------|----------|
| | <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. can fit to Ring Binder 3 hole 2"</p> <p>1.2. Size: A4</p> <p>1.3. 100 pieces per pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | | | | |
| 9 | <p>3-Ring Binder</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Ring Binder 3 hole 2"</p> <p>1.2. Size: A4</p> <p>1.3. Color: Blue</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 4 | pc | 327.25 | 1,309.00 |
| 10 | <p>Disposable Gloves, Vinyl</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 50 pairs per box</p> <p>1.2. Size: Medium</p> <p>1.3. Color: Blue/White</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 3 | box | 841.50 | 2,524.50 |
| 11 | <p>Tape Cartridge</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Tze-231v2</p> <p>1.2. Size: 6mm x 8m (min)</p> <p>1.3. Black on White Tape</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 9 | pc | 781.00 | 7,029.00 |
| 12 | <p>Tape Cartridge</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Tze-221</p> <p>1.2. Size: 12mm x 8m (min)</p> <p>1.3. Black on White Tape</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 10 | pc | 726.00 | 7,260.00 |
| 13 | <p>Tape Cartridge</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Tze-231v2</p> <p>1.2. Size: 12mm x 8m (min)</p> <p>1.3. Black on White Tape</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> | 9 | pc | 781.00 | 7,029.00 |
| 14 | <p>Certificate Folder</p> <p>1. TECHNICAL SPECIFICATIONS</p> | 28 | pc | 77.00 | 2,156.00 |

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| | 1.1. size A4 1.2. made of plastic materials 1.3. Color Royal Blue 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP | | | | |
| 15 | BALLPEN, for desk top with Coil cord 1. TECHNICAL SPECIFICATIONS 1.1. 24 g, blue ink only 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP | 5 | pc | 20.90 | 104.50 |
| 16 | Note pad 1. TECHNICAL SPECIFICATIONS 1.1. Stick on 2" X 2" MIN 1.2. sheet thickness: 0.09mm min 1.3. Basis Weight: 70 gsm min. 1.4. 400 sheets (min) 1.5. Assorted Color 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP | 60 | pad | 27.50 | 1,650.00 |
| 17 | Stick On Page Markers 1. TECHNICAL SPECIFICATIONS 1.2. 5 Pads per Pack (Minimum) 1.3. 100 Sheets per Pad (Minimum) 1.4. Size: 1/2 in x 2 in 1.5. Assorted Fluorescent Colors 1.6. Material: Paper 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP | 60 | pack | 64.90 | 3,894.00 |

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 71,966.40

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.