



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

<b>Kind of Procurement Activity:</b>	Shopping		
<b>Deadline of Submission of Bids:</b>	Jan-23-2023, 2:00 PM		
<b>RFQ No.:</b>	23-01-4244	<b>Date:</b>	January-18-2023
<b>PR No.:</b>	GAA-23-01-15946	<b>Date:</b>	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.

**EMMANUEL P. BALINTEC**  
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>SIGN PEN</b> 1. TECHNICAL SPECIFICATIONS 1.1. Black, .5mm, need type 1.2. Type: Liquid or Gel  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	38	pc	26.03	989.14
2	<b>SIGN PEN</b> 1. TECHNICAL SPECIFICATIONS 1.1. Blue, .5mm, need type 1.2. Type: Liquid or Gel  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	369	pc	26.03	9,605.07
3	<b>BATTERY</b> 1. TECHNICAL SPECIFICATIONS 1.1. Dry-cell 1.2. size AA 1.3. 2 blister per pack  2. DELIVERY	48	pack	67.10	3,220.80

	2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP				
4	<b>BATTERY</b> 1. TECHNICAL SPECIFICATIONS 1.1. Dry-cell 1.2. size AAA 1.3. 2 blister per packs  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	53	pack	68.93	3,653.29
5	<b>DISINFECTANT SPRAY, aerosol type</b> 1. TECHNICAL SPECIFICATIONS 1.1. Net content per can: 400 grams (min) 1.2. Crisp, clean scent 1.3. FDA Approved  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	54	can	561.00	30,294.00
6	<b>LIQUID HAND SOAP</b> 1. TECHNICAL SPECIFICATIONS 1.1. Mild Scented 1.2. Bactericidal/Germicidal property 1.3. Liquid soap 500mL 1.4. Individually packed plastic bottle 1.5. With Consumer Product Safety Commission approved or FDA certificate of product registration/notification 1.6. PACKAGING: Standard packaging of the manufacturer  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	11	btl	126.50	1,391.50
7	<b>DIGITAL VOICE RECORDER</b> 1. TECHNICAL SPECIFICATIONS 1.1. Built-in Memory: 4GB (expandable) 1.2. Channel: Stereo 1.3. Recording & Playback Format: MP3, WMA, etc. 1.4. Earphone jack 1.5. Built-in microphone 1.6. USB Connectivity 1.7. Functionality: 1.7.1. Voice-operated Recording or equivalent 1.7.2. Noise Cut Filter 1.7.3. Low Cut Filter 1.7.4. Digital Pitch Control 1.7.5. USB Charge 1.8. Battery Life 20 hours (min) (recording mode, MP3128Kbps) 1.9. Rechargeable Lithium-Ion Battery, embedded 1.10. Accessories: 1.10.1. Instruction Manual 1.10.2. Carrying pouch 1.10.3. Hand Strap	1	unit	6050.00	6,050.00

	<p>2. WARRANTY 2.1. Warranty: One (1) year on parts and services</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>				
8	<p><b>ACETATE</b></p> <p>1. TECHNICAL SPECIFICATIONS 1.1. Transparent and in roll 1.2. Thickness (min.): 0.08mm 1.3. Width (min.): 1.20 meters 1.4. Length (min.): 50 meters per roll 1.5. Shall be wound on a core of hard kraft paper board</p> <p>2. DELIVERY 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
9	<p><b>PHILIPPINE NATIONAL FLAG</b></p> <p>1. TECHNICAL SPECIFICATIONS 1.1. Length: 1,828.8mm (6') (-3mm) 1.2. width: 914.4 mm (-3mm) 1.3. Material: 100% polyester</p> <p>2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	7	pc	176.00	1,232.00
10	<p><b>LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts</b></p> <p>1. TECHNICAL SPECIFICATIONS 1.1. Power Consumption: 7 watts (max) 1.2. Color Temperature: 6,500 kelvin 1.3. Lumen Output: Not less than 530 lumens 1.4. Frequency Rating: 60Hz 1.5. Color Rendering Index: 80+/-10% 1.6. Input Voltage: 220-240 volts, AC 1.7. Socket Base: E27 1.8. Light Color: Cool Daylight 1.9. Power Factor: Not less than 0.90 1.10. Average Life: Not less than 15,000 hours 1.11. Operating Temperature: 2 35 0C 1.12. Brand shall be engraved/embossed/printed on the item.</p> <p>2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	8	pc	154.00	1,232.00
11	<p><b>TAPE, electrical</b></p> <p>1. TECHNICAL SPECIFICATIONS 1.1. made of PVC 1.2. 16 meters (min.)</p> <p>2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	13	roll	55.00	715.00
12	<p><b>TAPE, MASKING</b></p> <p>1. TECHNICAL SPECIFICATIONS</p>	40	roll	26.68	1,067.20

	<p>1.1. width: 24mm (±1mm), 50meters (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>				
13	<p><b>TAPE, MASKING</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. width: 48mm (±1mm), 50meters (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	15	roll	47.85	717.75
14	<p><b>TAPE, PACKAGING</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. width: 48mm (±1mm), 50meters (min)</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	roll	34.28	1,542.60
15	<p><b>TAPE, TRANSPARENT</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. width: 24mm (±1mm), 50meters (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	49	roll	20.35	997.15
16	<p><b>TAPE, TRANSPARENT</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. width: 48mm (±1mm), 50meters (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	21	roll	34.28	719.88
17	<p><b>TWINE, plastic</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Weight per roll(min.): 1000g</p> <p>1.2. Breaking Strength(min.): 25kg</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	roll	102.67	410.68
18	<p><b>CLIP, backfold, 19mm</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. all metal</p> <p>1.2. 12pcs per box</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	36	box	20.72	745.92
19	<p><b>CLIP, backfold, 25mm</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. all metal</p> <p>1.2. 12pcs per box</p>	46	box	27.50	1,265.00

	<p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>				
20	<p><b>CLIP, backfold, 32mm</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. all metal</p> <p>1.2. 12pcs per box</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	50	box	40.70	2,035.00
21	<p><b>CLIP, backfold, 50mm</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. all metal</p> <p>1.2. 12pcs per box</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	40	box	76.27	3,050.80
22	<p><b>CORRECTION TAPE</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. film base type</p> <p>1.2. 8 meters min</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	36	pc	27.87	1,003.32
23	<p><b>DATA FILE BOX</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Dimension: 400mm (min) x 125mm (min) x 230mm (min) (LxWxH)</p> <p>1.2. Chipboard: 3mm thick (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	16	pc	204.05	3,264.80
24	<p><b>DATA FOLDER</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Horizontal</p> <p>1.2. Dimension:</p> <p>1.2.1. Width: 75mm (min)</p> <p>1.2.2. Height: 230mm (min)</p> <p>1.2.3. Length: 380mm (min)</p> <p>1.3. Color: Blue</p> <p>1.4. Chipboard, Taglia Lock</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	87	pc	159.50	13,876.50
25	<p><b>DATING AND STAMPING MACHINE</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Frame: Steel and plastic or sturdy all plastic frame</p> <p>1.2. Four band date and 12 year band</p> <p>1.3. With locking mechanism</p> <p>1.4. With self-inking stamp</p>	2	pc	550.00	1,100.00

	<p>1.5. With removable and refillable ink pad, single color</p> <p>1.6. Size of Imprint: 30mm x 45mm (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>				
26	<p><b>ENVELOPE, Expanding, Kraft</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Frame: Steel and plastic or sturdy all plastic frame</p> <p>1.2. Four band date and 12 year band</p> <p>1.3. With locking mechanism</p> <p>1.4. With self-inking stamp</p> <p>1.5. With removable and refillable ink pad, single color</p> <p>Size of Imprint: 30mm x 45mm (min)</p> <p>1.6. 100 pieces per box</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	box	1925.00	7,700.00
27	<p><b>ENVELOPE, expanding, plastic</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Size (LxW) (min): 380mm x 260mm</p> <p>1.2. Thickness (min): 0.50mm</p> <p>1.3. Expansion (min): 30mm</p> <p>1.4. with elastic strap</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	39	pc	42.90	1,673.10
28	<p><b>FILE TAB/INDEX DIVIDER, bristol board, A4</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 5 colors/set</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	14	set	38.13	533.82
29	<p><b>FILE TAB/INDEX DIVIDER, bristol board, legal</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 5 colors/set</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	25	set	39.97	999.25
30	<p><b>FOLDER, PRESSBOARD</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Color: Cream, Green</p> <p>1.2. 100 pcs/box</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	box	1796.67	3,593.34
31	<p><b>MAGAZINE FILE BOX, Large</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Material:</p> <p>1.1.1. Chipboard: 3mm thick (min)</p>	5	pc	105.05	525.25

	<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> <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>				
32	<p><b>MARKER, fluorescent</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 3pcs/set</p> <p>1.2. assorted colors</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	16	set	97.90	1,566.40
33	<p><b>MARKER, whiteboard, black</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Color: Black</p> <p>1.2. Tip: Felt, Bullet Type</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	5	pc	43.45	217.25
34	<p><b>MARKER, whiteboard, blue</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Color: Blue</p> <p>1.2. Tip: Felt, Bullet Type</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	6	pc	46.75	280.50
35	<p><b>MARKER, whiteboard, red</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Color: Red</p> <p>1.2. Tip: Felt, Bullet Type</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	46.75	46.75
36	<p><b>PAPER TRIMMER/CUTTING MACHINE, table top</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Table top</p> <p>1.2. Guillotine type cutting machine</p> <p>1.3. Paper Capacity: 20-25 sheets of multi-purpose paper</p> <p>1.4. Paper Size: B4 (max)</p> <p>1.5. Base Size: Approximately: 400 x 300mm</p> <p>1.6. Paper Length Ruler Size: 33cm (min)</p>	1	unit	10000.00	10,000.00

	<p>1.7. Paper Width Ruler Scale: 30cm (min)</p> <p>1.8. Ruler Scale: Centimeter</p> <p>1.9. Base Paper Size Markings: B7, B6, A5, B5, A4, B4</p> <p>1.10. With guillotine arm tension/safety bolt</p> <p>1.11. Includes securable sliding paper size marker</p> <p>1.12. Made of high quality hardened stainless steel knife</p> <p>1.13. With stationary blade guard</p> <p>1.14. With operating manual/instructions</p> <p>1.15. Brand shall be engraved/embossed/printed on the item</p> <p>1.16. Warranty: one (1) year on parts and services</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>				
37	<p><b>PENCIL</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. lead, with eraser</p> <p>1.2. 12pcs/box</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	5	box	110.73	553.65
38	<p><b>STAMP PAD, felt</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. made of metal, plastic or combination of plastic and metal</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	pc	45.66	91.32
39	<p><b>SCISSORS, symmetrical or asymmetrical</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. For office stationery and household use.</p> <p>1.2. Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather and other materials.</p> <p>1.3. Overall length: 160mm (min)</p> <p>1.4. Length of the Cutting Blade: 70mm (min)</p> <p>1.5. Thickness of the Cutting Blade: 1.70mm (min)</p> <p>1.6. Length of Metal Handle (measured from the center of the binding rivet screw to the tip of the metal handle) : 35mm (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	11	pair	49.13	540.43
40	<p><b>CARTOLINA, assorted colors</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Bristol board</p> <p>1.2. Size: 572mm x 724mm (-3mm)</p> <p>1.3. Basis weight: 100gsm (min.)</p> <p>1.4. Thickness: 0.12mm (min.)</p> <p>1.5. Non-bleed, non-feathering and non-blot; suitable for marking pen and drawing ink</p> <p>1.6. Assorted colors: Blue, green, yellow, orange, lavender, violet, gold and pink, minimum of four (4)</p>	25	pack	183.33	4,583.25



	<p>colors</p> <p>1.7. 20 pieces of assorted colors 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>				
41	<p><b>NOTE PAD</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Stick on 50MM X 76MM (2" X 3") MIN</p> <p>1.2. sheet thickness: 0.09mm min</p> <p>1.3. Basis Weight: 70 gsm min.</p> <p>1.4. 100 sheets (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	116	pad	31.17	3,615.72
42	<p><b>NOTE PAD</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Stick on 76MM X 76MM (3" X 3") MIN</p> <p>1.2. sheet thickness: 0.09mm min</p> <p>1.3. Basis Weight: 70 gsm min.</p> <p>1.4. 100 sheets (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	100	pad	41.80	4,180.00
43	<p><b>NOTE PAD</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Stick on 76MM X 100MM (3" X 4") MIN</p> <p>1.2. sheet thickness: 0.09mm min</p> <p>1.3. Basis Weight: 70 gsm min.</p> <p>1.4. 100 sheets (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	100	pad	56.47	5,647.00
44	<p><b>NOTEBOOK, stenographer</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Spiral</p> <p>1.2. Basis Weight: 55gsm (-5%), bond</p> <p>1.3. Thickness: 0.075mm (min)</p> <p>1.4. Size: 150mm x 225mm, (min.)</p> <p>1.5. Top Margin: 25mm (min.)</p> <p>1.6. Bottom Margin: 5mm</p> <p>1.7. Number of Spaces: 22 (min)</p> <p>1.8. Cover Thickness: 0.40mm (-0.02mm)</p> <p>1.9. 40 leaves, ruled both sides</p> <p>1.10. Horizontal ruling shall be blue and have equal spacing</p> <p>1.11. Vertical ruling shall be single red line at the middle of the pages</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	50	pc	24.93	1,246.50
45	<p><b>PAPER, MULTIPURPOSE</b></p>	2	ream	220.37	440.74

	<p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Size: A4, 70gsm</p> <p>1.2. 500 sheets per ream</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>				
46	<p><b>PAPER, parchment</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Multipurpose</p> <p>1.2. Size: 210mm x 297mm (±2mm in either direction)</p> <p>1.3. Basis Weight: 80gsm (-5%)</p> <p>1.4. Fine translucent</p> <p>1.5. Suitable for laser/inkjet printing</p> <p>1.6. 100 sheets per box</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	box	311.67	623.34
47	<p><b>RECORD BOOK</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 300 pages</p> <p>1.2. Size: L x W: 265mm x 165mm (minimum)</p> <p>1.3. Basis Weight: 55 gsm (-5%)</p> <p>1.4. Thickness: 0.07 mm (minimum)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	24	book	85.80	2,059.20
48	<p><b>RECORD BOOK</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 500 pages</p> <p>1.2. Size: L x W: 265mm x 165mm (minimum)</p> <p>1.3. Basis Weight: 55 gsm (-5%)</p> <p>1.4. Thickness: 0.07 mm (minimum)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	14	book	104.50	1,463.00
49	<p><b>TISSUE, INTERFOLDED PAPER TOWEL</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 150 pulls (min)</p> <p>1.2. 1-ply</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	66	pack	87.27	5,759.82
50	<p><b>TOILET TISSUE PAPER</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 2-ply, 12rolls per pack</p> <p>1.2. 100% recycled pulp</p> <p>1.3. Weight: 28gsm (min)</p> <p>1.4. 150 pull per roll (300sheets), (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10</p>	100	pack	160.97	16,097.00

	calendar days upon issuance of NTP				
51	<b>RIBBON CARTRIDGE</b> 1. TECHNICAL SPECIFICATIONS 1.1. LX-300 Ribbon #8750 1.2. Ribbon consumable type ribbon technology Dot-matrix Color Black 1.3. Length: 17.7Meters / 58feet (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	1	cart	159.50	159.50
52	<b>MOUSE, WIRELESS, USB</b> 1. TECHNICAL SPECIFICATIONS 1.1. Model: M590 Wireless Mouse 1.2. Weight: At least 1.63g 1.3. Mouse: At least 103x64x40mm/4.06x2.52x1.57in (Height x Width x Depth) 1.4. Connection Type: Bluetooth Smart and at least 2.4GHz wireless connection 1.5. Wireless Range: Minimum 10m/32.8ft 1.6. Scroll Wheel: Yes 1.7. Standard and Special Buttons: Tilt wheel with middle button for easy switching 1.8. Gesture Support: Yes (both for Windows and Mac)  2. WARRANTY 2.1. Warranty Period should be at least 6 months  3. DELIVERY 3.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	1	unit	500.00	500.00
53	<b>PAPER SHREDDER</b> 1. TECHNICAL SPECIFICATIONS 1.1. Strip-cut 1.2. Receptacle Volume: Thirty (30) liters (min.) capacity, manufacturer's standard on the paper bin. 1.3. Sheet Capacity: Twelve (12) sheets using 70gsm; or Eight (8) sheets using 80gsm. 1.4. Intake Throat Width (min.): 220mm 1.5. Cutting Width (max.): 4mm 1.6. Cutting Speed: Manufacturer's Standard 1.7. Can also shred paper clips, staples, credit cards and compact discs (CDs) 1.8. Electric Motor (min.): 180 watts 1.9. Transmission: Mostly metal gears, the only acceptable part of the gear that would be plastic are the HELICAL GEAR 1.10. Continuous Run Time (min.): Twenty (20) minutes 1.11. Automatic Start/Stop Control 1.12. Mobility: with Casters 1.13. With Operating Manual in English 1.14. Brand shall be engraved/embossed/printed on the item 1.15. Additional Salient Specifications 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	1	unit	26100.00	26,100.00

	<p>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 (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>				
54	<p><b>Duct tape</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 15 yards (min)</p> <p>1.2. Size: 2"</p> <p>1.3. color: Gray</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	15	roll	137.87	2,068.05
55	<p><b>Adaptor</b></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
56	<p><b>Car Air Freshener</b></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 &amp; neutralizes unwanted car odors - provides fresh &amp; 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>	45	pc	185.00	8,325.00

	<p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>				
57	<p><b>Overhead Projector Transparency Film</b></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
58	<p><b>Plastic Inserts</b></p> <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>	5	pack	205.33	1,026.65
59	<p><b>3-Ring Binder</b></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
60	<p><b>Disposable Gloves, Vinyl</b></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
61	<p><b>Tape Cartridge</b></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
62	<p><b>Tape Cartridge</b></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>	10	pc	726.00	7,260.00

	<p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>				
63	<p><b>Tape Cartridge</b></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
64	<p><b>Certificate Folder</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. size A4</p> <p>1.2. made of plastic materials</p> <p>1.3. Color Royal 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>	28	pc	77.00	2,156.00
65	<p><b>BALLPEN, for desk top with Coil cord</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 24 g, blue ink 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>	5	pc	20.90	104.50
66	<p><b>Ballpen</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. color blue</p> <p>1.2. good writing quality</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	90	pc	6.00	540.00
67	<p><b>Note pad</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Stick on 2" X 2" MIN</p> <p>1.2. sheet thickness: 0.09mm min</p> <p>1.3. Basis Weight: 70 gsm min.</p> <p>1.4. 400 sheets (min)</p> <p>1.5. Assorted Color</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	60	pad	27.50	1,650.00
68	<p><b>Colored Bond/Multicolor Paper, Blue</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 80gsm</p> <p>1.2. 500pcs/ream</p> <p>1.3. A4 size</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10</p>	6	ream	528.00	3,168.00

	calendar days upon issuance of NTP				
69	<p><b>Colored Bond/Multicolor Paper, Pink</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 80gsm</p> <p>1.2. 500pcs/ream</p> <p>1.3. A4 size</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	ream	528.00	1,584.00
70	<p><b>Colored Bond/Multicolor Paper, Yellow</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 80gsm</p> <p>1.2. 500pcs/ream</p> <p>1.3. Legal size</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	6	ream	583.00	3,498.00
71	<p><b>Colored Bond/Multicolor Paper, Green</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 80gsm</p> <p>1.2. 500pcs/ream</p> <p>1.3. Legal size</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	ream	575.00	1,725.00
72	<p><b>Heavy-duty Glue</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Size: 3 grams</p> <p>1.2. works on almost all materials, such as: metal, rubber, leather, wood, porcelain, plastics (except Polypropylene and Polyethylene)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	30	pc	88.00	2,640.00
73	<p><b>Double Sided Tape</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. size: 1 inch</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p>	27	roll	36.00	972.00
74	<p><b>Stick On Page Markers</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.2. 5 Pads per Pack (Minimum)</p> <p>1.3. 100 Sheets per Pad (Minimum)</p> <p>1.4. Size: 1/2 in x 2 in</p> <p>1.5. Assorted Fluorescent Colors</p> <p>1.6. Material: Paper</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10</p>	60	pack	64.90	3,894.00

	calendar days upon issuance of NTP				
75	<b>LED Light Bulbs</b> 1. TECHNICAL SPECIFICATIONS 1.1. Light Bulb Type: LED 1.2. Light Bulb Color: Daylight 1.3. Light Bulb Wattage: 20 watts 1.4. Light Features: Energy Saving, Wide Voltage 1.5. E27 220V  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	8	pc	396.00	3,168.00

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):** **Php 255,179.73**

**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.*