



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

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	May-24-2022, 2:00 PM		
RFQ No.:	22-05-3845	Date:	May-19-2022
PR No.:	GAA-22-05-13740	Date:	May-11-2022

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 Vice Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	INSECTICIDE, aerosol type 1. TECHNICAL SPECIFICATIONS 1.1. Kerosene based 1.2. Multi-insect Killer 1.3. Net Content per can: 600ml (min) 1.4. FDA Approved 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	3	can	416.90	1,250.70
2	ALCOHOL 1. TECHNICAL SPECIFICATIONS 1.1. isopropyl, 68%- 72%, 500ml (-5ml) 1.2. FDA Approved 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	96	btl	136.40	13,094.40
3	NOTE PAD 1. TECHNICAL SPECIFICATIONS 1.1. Stick on 50MM X 76MM (2" X 3") MIN 1.2. sheet thickness: 0.09mm min 1.3. Basis Weight: 70 gsm min.	39	pad	37.77	1,473.03

	<p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>				
4	<p>NOTE PAD</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>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	30	pad	57.57	1,727.10
5	<p>NOTE PAD</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>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	50	pad	48.77	2,438.50
6	<p>NOTEBOOK, stenographer</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>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	16	pc	29.33	469.28
7	<p>PAPER, MULTICOPY</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Size: A4, 80gsm</p> <p>1.2. 500 sheets per ream</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	91	ream	252.63	22,989.33
8	<p>PAPER, MULTICOPY</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Size: Legal, 80gsm</p> <p>1.2. 500 sheets per ream</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	46	ream	275.37	12,667.02
9	<p>PAPER, MULTI-PURPOSE</p> <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 7 calendar days upon issuance of NTP</p>	10	ream	219.27	2,192.70

10	<p>PAPER, MULTI-PURPOSE</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Size: Legal, 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 7 calendar days upon issuance of NTP</p>	1	ream	239.07	239.07
11	<p>RECORD BOOK</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 500 pages</p> <p>1.2. Size: 214mm x 278mm min</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	6	book	184.25	1,105.50
12	<p>TOILET TISSUE PAPER</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 7 calendar days upon issuance of NTP</p>	150	pack	172.70	25,905.00
13	<p>BATTERY</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Dry-cell</p> <p>1.2. size AA</p> <p>1.3. 2 blister per pack</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	17	pack	101.20	1,720.40
14	<p>BATTERY</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Dry-cell</p> <p>1.2. size AAA</p> <p>1.3. 2 blister per packs</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	13	pack	108.53	1,410.89
15	<p>GLUE, all-purpose</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Weight (min): 200 grams</p> <p>1.2. Container: plastic jar</p> <p>1.3. Cap: Plastic non-stick easy open twist top</p> <p>1.4. with tapered applicator attached to the cap</p> <p>1.5. Solid content (min): 30%</p> <p>1.6. Adhesive Strength - No slippage on pasted part</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	8	jar	86.90	695.20

16	STAPLE WIRE, standard 1. TECHNICAL SPECIFICATIONS 1.1. 5000 wire per box 1.2. made of steel wire 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	3	box	68.20	204.60
17	TAPE, electrical 1. TECHNICAL SPECIFICATIONS 1.1. made of PVC 1.2. 16 meters (min.) 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	roll	71.50	143.00
18	DISINFECTANT SPRAY, aerosol type 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 7 calendar days upon issuance of NTP	41	can	631.40	25,887.40
19	CLIP, backfold, 19mm 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	17	box	25.67	436.39
20	CLIP, backfold, 25mm 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	20	box	37.77	755.40
21	CLIP, backfold, 32mm 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	21	box	58.67	1,232.07
22	CLIP, backfold, 50mm 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box 2. DELIVERY	13	box	83.97	1,091.61

	2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP				
23	DATA FILE BOX 1.TECHNICAL SPECIFICATIONS 1.1. Dimension: 400mm (min) x 125mm (min) x 230mm (min) (LxWxH) 1.2. Chipboard: 3mm thick (min) 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	pc	132.00	264.00
24	DATA FOLDER 1.TECHNICAL SPECIFICATIONS 1.1. Horizontal 1.2. Dimension: 1.2.1. Width: 75mm (min) 1.2.2. Height: 230mm (min) 1.2.3. Length: 380mm (min) 1.2. Color: Blue 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	32	pc	212.67	6,805.44
25	ENVELOPE, expanding, plastic 1.TECHNICAL SPECIFICATIONS 1.1. Size (LxW) (min): 380mm x 260mm 1.2. Thickness (min): 0.50mm 1.3. Expansion (min): 30mm 1.4. with elastic strap 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	9	pc	53.90	485.10
26	ENVELOPE, mailing 1.TECHNICAL SPECIFICATIONS 1.1. 70gsm 1.2. 500pcs/box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	box	366.67	733.34
27	FILE TAB DIVIDER, legal 1.TECHNICAL SPECIFICATIONS 1.1. 5 colors/set 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	10	set	46.93	469.30
28	INDEX TAB, self-adhesive, transparent 1.TECHNICAL SPECIFICATIONS 1.1. 5 sets per box, 1 set composed of 2-pieces 6"" tab strip and 2 complete alphabets 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7	7	box	97.90	685.30

	calendar days upon issuance of NTP				
29	MARKER, whiteboard, black 1.TECHNICAL SPECIFICATIONS 1.1. Color: Black 1.2. Tip: Felt, Bullet Type 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	pc	51.70	51.70
30	MARKER, whiteboard, blue 1.TECHNICAL SPECIFICATIONS 1.1. Color: Blue 1.2. Tip: Felt, Bullet Type 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	pc	51.70	51.70
31	PAPER CLIP, vinyl/plastic coated 1.TECHNICAL SPECIFICATIONS 1.1. vinyl/plastic coated 1.2. 33mm (approx.) 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	19	box	16.13	306.47
32	PAPER CLIP, vinyl/plastic coated 1.TECHNICAL SPECIFICATIONS 1.1. vinyl/plastic coated 1.2. 50mm (approx.) 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	13	box	30.80	400.40
33	PHILIPPINE NATIONAL FLAG 1.TECHNICAL SPECIFICATIONS 1.1. Length: 1,828.8mm (6") (-3mm) 1.2. width: 914.4 mm""3') (-3mm) 1.3. Material: 100% polyester 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	pc	550.00	550.00
34	SIGN PEN 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 7 calendar days upon issuance of NTP	24	pc	33.73	809.52
35	SIGN PEN 1.TECHNICAL SPECIFICATIONS 1.1. Red, .5mm, need type 1.2. Type: Liquid or Gel	2	pc	33.73	67.46

	<p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>				
36	<p>Sign Here Tape Flags 680-3M</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Green or Yellow</p> <p>1.2. 1x1.7 inches</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	10	pad	198.00	1,980.00
37	<p>Duct Tape 2"</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 15 yards (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	9	roll	110.00	990.00
38	<p>Double Sided Tape</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 7 calendar days upon issuance of NTP</p>	5	roll	42.17	210.85
39	<p>FOLDER, REPORT COVER, A4 size</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. acetate cover</p> <p>1.2. cardboard back cover</p> <p>1.3. expandable with fastener</p> <p>1.4. blue or green colors</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	20	pc	49.50	990.00
40	<p>PAPER, STICKER, for Laserjet Printer</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. A4 Size</p> <p>1.2. Matte or glossy</p> <p>1.3. 20 pieces per pack</p> <p>1.4. Color: White color only</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	5	pack	84.33	421.65
41	<p>Envelope, Expanding</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Plastic with Push Lock or Snap Button</p> <p>1.2. Clear, Legal Size</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	50	pc	75.17	3,758.50

42	<p>PLASTIC FASTENER</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Material: Plastic</p> <p>1.2. Size: 7cm (min)</p> <p>1.3. Color: Assorted</p> <p>1.4. Packaging Size: 50pcs per box</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	1	box	48.77	48.77
43	<p>Tape Cartridge</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Tze-221, 9mm</p> <p>1.2. Black on White Tape</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	2	pc	660.00	1,320.00
44	<p>Special Paper, A4, Blue</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 80gsm</p> <p>1.2. 500pcs/ream</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	3	ream	872.67	2,618.01
45	<p>Multicolor Paper, Yellow, legal size</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 80gsm</p> <p>1.2. 500pcs/ream</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	1	ream	495.00	495.00
46	<p>Colored Bond/Multicopy Paper</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 80gsm</p> <p>1.2. Legal, Green</p> <p>1.3. 500pcs/ream</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	3	ream	513.33	1,539.99
47	<p>MOUSE PAD</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 100% Brand New & High Quality</p> <p>1.2. Material: Rubber + Gel</p> <p>1.3. Size (Approx.): 235x193x4mm</p> <p>1.4. Soft rubber and gel material with thicken wrist rest support to ensure all day long comfortable computer operating</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	4	pc	82.50	330.00

48	STICKY NOTES PAD 1. TECHNICAL SPECIFICATIONS 1.1. Size: 3"x5" 1.2. 100 sheets per pad 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	31	pad	67.83	2,102.73
49	RULER 1. TECHNICAL SPECIFICATIONS 1.1. plastic, 450mm (12") 1.2. width: 38mm min 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	5	pc	15.77	78.85
50	Synthetic Chamois 1. TECHNICAL SPECIFICATIONS 1.1. Color: Yellow 1.2. Materials: Synthetic Chamois 1.3. Ideal for car and household cleaning 1.4. water absorbency makes it good for other uses 1.5. easily retains oil making it good for wiping fingerprints from polished metallic surface 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	18	pc	198.00	3,564.00

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 151,256.67

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.