



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

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	Jul-15-2022, 2:00 PM		
RFQ No.:	22-07-3935	Date:	July-11-2022
PR No.:	GAA-22-07-14218	Date:	July-05-2022

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.

BAYANI BENJAMIN R. LARA
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	ALCOHOL, isopropyl 1. TECHNICAL SPECIFICATIONS 1.1. 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	107	btl	134.20	14,359.40
2	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. 1.4. 100 sheets 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	29	pad	41.53	1,204.37
3	NOTE PAD 1. TECHNICAL SPECIFICATIONS 1.1. Stick on 76MM X 100MM (3" X 4") MIN 1.2. sheet thickness: 0.09mm min 1.3. Basis Weight: 70 gsm min.	19	pad	68.42	1,299.98

	<p>1.4. 100 sheets</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	<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>	100	pack	163.53	16,353.00
5	<p>TAPE, packaging, 48mm</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. color tan</p> <p>1.2. 48mm, 50meters (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>	1	roll	40.70	40.70
6	<p>TAPE, TRANSPARENT</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 7 calendar days upon issuance of NTP</p>	5	roll	35.93	179.65
7	<p>DISINFECTANT SPRAY, aerosol type</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Net content per can: 400 grams (min)</p> <p>1.2. Crisp, clean scent</p> <p>1.3. FDA Approved</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP</p>	47	can	639.38	30,050.86
8	<p>CLIP, backfold, 19mm</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 7 calendar days upon issuance of NTP</p>	19	box	24.28	461.32
9	<p>CLIP, backfold, 25mm</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 7 calendar days upon issuance of NTP</p>	20	box	35.64	712.80

10	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	29	box	46.92	1,360.68
11	CLIP, backfold, 50mm 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	10	box	83.33	833.30
12	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	31	pc	193.88	6,010.28
13	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	3	pc	123.20	369.60
14	FILE TAB DIVIDER, bristol board, for A4 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	6	set	25.85	155.10
15	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	9	set	27.13	244.17
16	FOLDER, PRESSBOARD 1. TECHNICAL SPECIFICATIONS 1.1. Color: Cream, Green	5	box	2016.67	10,083.35

	<p>1.2. 100 pcs/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>				
17	<p>MARKER, whiteboard, black</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 7 calendar days upon issuance of NTP</p>	1	pc	54.45	54.45
18	<p>MARKER, whiteboard, blue</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 7 calendar days upon issuance of NTP</p>	5	pc	54.45	272.25
19	<p>MARKER, whiteboard, red</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 7 calendar days upon issuance of NTP</p>	1	pc	54.45	54.45
20	<p>PAPER CLIP, vinyl/plastic coated</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. vinyl/plastic coated</p> <p>1.2. 50mm (approx.)</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	box	28.60	286.00
21	<p>PENCIL, lead, with eraser</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 7 calendar days upon issuance of NTP</p>	4	box	86.63	346.52
22	<p>PHILIPPINE NATIONAL FLAG</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Length: 1,828.8mm (6") (-3mm)</p> <p>1.2. width: 914.4 mm (3') (-3mm)</p> <p>1.3. Material: 100% polyester</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	pc	522.50	522.50

23	Sign Here Tape Flags 680-3M 1. TECHNICAL SPECIFICATIONS 1.1. Green or Yellow 1.2. 1x1.7 inches 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	15	pad	201.08	3,016.20
24	Ballpen 1. TECHNICAL SPECIFICATIONS 1.1. color blue 1.2. good writing quality 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	40	pc	14.58	583.20
25	Certificate Folder 1. TECHNICAL SPECIFICATIONS 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 7 calendar days upon issuance of NTP	20	pc	66.95	1,339.00
26	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 7 calendar days upon issuance of NTP	2	pc	60.50	121.00
27	Tape Cartridge 1. TECHNICAL SPECIFICATIONS 1.1. Tze-221, 9mm 1.2. Black on White Tape 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	2	pc	789.25	1,578.50
28	Special Paper, A4, Blue 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	3	ream	559.90	1,679.70
29	Special Paper, A4 Pink 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7	2	ream	559.90	1,119.80

	calendar days upon issuance of NTP				
30	Multicolor Paper, Yellow, legal size 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	1	ream	555.50	555.50
31	Colored Bond/Multicopy Paper 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. Legal, Green 1.3. 500pcs/ream 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP	3	ream	569.29	1,707.87
32	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	15	pad	91.45	1,371.75
33	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 7 calendar days upon issuance of NTP	8	pad	376.20	3,009.60

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 101,336.85

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.