



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

<b>Kind of Procurement Activity:</b>	Shopping		
<b>Deadline of Submission of Bids:</b>	Jul-25-2023, 2:00 PM		
<b>RFQ No.:</b>	23-07-4452	<b>Date:</b>	July-20-2023
<b>PR No.:</b>	GAA-23-07-17135	<b>Date:</b>	July-06-2023

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	<b>ALCOHOL, Ethyl, 1 Gallon</b> 1. TECHNICAL SPECIFICATIONS 1.1. 70% (±2) v/v Ethanol (Ethyl Alcohol) 1.2. Volume: 1 Gallon or at least 3.785 Liters (3,785 mL) 1.3. Colorless clear liquid 1.4. HDPE Plastic container 1.5. With tamper proof or shrink-wrapped cap that needs tearing to open Leak and Evaporation Proof Sealed Cap Liner 1.6. FDA Approved  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	31	gal	440.00	13,640.00
2	<b>STAPLE WIRE, standard</b> 1. TECHNICAL SPECIFICATIONS 1.1. Five Thousand (5,000) wires per box 1.2. Staple wire no.35 Metal 1.3. Both ends of the staples shall have either blunt or chisel point ends  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10	19	box	47.00	893.00

	calendar days upon issuance of NTP				
3	<b>CLIP, backfold, 19mm</b> 1.TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	19	box	23.00	437.00
4	<b>CLIP, backfold, 25mm</b> 1.TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	20	box	30.00	600.00
5	<b>CLIP, backfold, 32mm</b> 1.TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	23	box	39.00	897.00
6	<b>DATA FOLDER</b> 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) 1.3. Color: Blue 1.4. Chipboard, Taglia Lock  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	52	pc	159.00	8,268.00
7	<b>TOILET TISSUE PAPER</b> 1.TECHNICAL SPECIFICATIONS 1.1. 2-ply, 12rolls per pack 1.2. 100% recycled pulp 1.3. Weight: 28gsm (min) 1.4. 150 pull per roll (300sheets), (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	132	pack	165.00	21,780.00
8	<b>BATTERY</b> 1.TECHNICAL SPECIFICATIONS 1.1. Dry-cell 1.2. size AA 1.3. 2 blister per pack  2. DELIVERY	70	pack	71.00	4,970.00

	2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP				
9	<b>MARKER, Permanent, black</b> 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 10 calendar days upon issuance of NTP	50	pc	33.00	1,650.00
10	<b>MARKER, whiteboard, black</b> 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 10 calendar days upon issuance of NTP	49	pc	51.00	2,499.00
11	<b>MARKER, whiteboard, blue</b> 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 10 calendar days upon issuance of NTP	49	pc	51.00	2,499.00
12	<b>PAPER, parchment</b> 1.TECHNICAL SPECIFICATIONS 1.1. Multipurpose 1.2. Size: 210mm x 297mm (±2mm in either direction) 1.3. Basis Weight: 80gsm (-5%) 1.4. Fine translucent 1.5. Suitable for laser/inkjet printing 1.6. 100 sheets per box  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	5	box	435.00	2,175.00
13	<b>SURGICAL MASK, Disposable</b> 1.TECHNICAL SPECIFICATIONS 1.1. earloop 1.2. 3ply 1.3. Wired 1.4. 50pcs/box 1.5. FDA Approved 1.6. Shelf Life: Must be fresh commercial stock with a total shelf life of at least twenty-four (24) months from the date of manufacture but not less than eighteen (18) months from the date of delivery.  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP	20	box	93.00	1,860.00
14	<b>Special Board Paper</b> 1.TECHNICAL SPECIFICATIONS	50	pack	58.00	2,900.00

- 1.1. Size: A4
- 1.2. Color: off-white/cream
- 1.3. Thickness: 200gsm
- 1.4. Quantity: 10 sheets/pack

**2. DELIVERY**

- 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 65,068.00**

**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.*