



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

Kind of Procurement Activity:	Shopping		
Deadline of Submission of Bids:	Nov-28-2023, 2:00 PM		
RFQ No.:	23-10-4596	Date:	November-23-2023
PR No.:	GAA-23-10-18108	Date:	October-20-2023

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>DATA FOLDER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Dimension:</p> <p>2.1.1. Width (min.): 75mm</p> <p>2.1.2. Height (min.): 230mm</p> <p>2.1.3. Length (min.): 380mm</p> <p>2.2. Material:</p> <p>2.2.1. Chipboard (min.): 2.5mm thick</p> <p>2.2.2. Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover</p> <p>2.2.3. Coated paper for inside cover including spine portion</p> <p>2.2.4. With all steel lever arch file mechanism and taglia lock</p> <p>2.2.5. Spine is provided with finger ring and clear plastic pocket for the insert</p>	48	pc	175.00	8,400.00

	<p>2.2.6. Color: Blue</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
2	<p>BATTERY, dry cell, size AA, Two (2) pieces per blister pack</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 1.5 volts</p> <p>2.2. Alkaline</p> <p>2.3. Two (2) pieces per blister pack</p> <p>2.4. No mercury and cadmium added</p> <p>2.5. Minimum of thirty (30) minutes runtime with a current draw of 1.0 Amp until cut-off at one (1) volt.</p> <p>2.6. Shelf Life: Five (5) years (min) from date of acceptance</p> <p>2.7. Brand and shelf life shall be engraved/ embossed/ printed on the item</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	47	pack	119.00	5,593.00
3	<p>PAPER, parchment</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Type: Parchment</p> <p>2.2. Size: 210mm x 297mm (± 2mm in either direction)</p> <p>2.3. Basis Weight: 80gsm (-5%)</p> <p>2.4. Fine translucent</p> <p>2.5. Suitable for laser/inkjet printing</p> <p>2.6. Packaging: 100 sheets per box</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	6	box	414.00	2,484.00

4	<p>SIGN PEN, Extra fine tip, black</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Ink Color: Black</p> <p>2.2. Type: Liquid or gel</p> <p>2.3. Tip: 0.5mm, needle type</p> <p>2.4. With non-slip rubber grip</p> <p>2.5. With metal clip</p> <p>2.6. One (1) piece barrel (non-refillable)</p> <p>2.7. Writing Length: One (1) km (min)</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	30	pc	43.00	1,290.00
5	<p>SIGN PEN, Extra fine tip, blue</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Ink Color: Blue</p> <p>2.2. Type: Liquid or gel</p> <p>2.3. Tip: 0.5mm, needle type</p> <p>2.4. With non-slip rubber grip</p> <p>2.5. With metal clip</p> <p>2.6. One (1) piece barrel (non-refillable)</p> <p>2.7. Writing Length: One (1) km (min)</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	148	pc	42.75	6,327.00
6	<p>SIGN PEN, Extra fine tip, red</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Ink Color: Red</p>	11	pc	43.00	473.00

	<p>2.2. Type: Liquid or gel 2.3. Tip: 0.5mm, needle type 2.4. With non-slip rubber grip 2.5. With metal clip 2.6. One (1) piece barrel (non-refillable) 2.7. Writing Length: One (1) km (min)</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier on or before 01 December 2023. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
7	<p>BATTERY, dry Cell, size AA 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. 1.5 volts 2.2. Alkaline 2.3. Two (2) pieces per blister pack 2.4. No mercury and cadmium added 2.5. Minimum of thirty (30) minutes runtime with a current draw of 1.0 Amp until cut-off at one (1) volt. 2.6. Shelf Life: Five (5) years (min) from date of acceptance 2.7. Brand and shelf life shall be engraved/ embossed/ printed on the item</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier on or before 01 December 2023. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	43	pack	88.00	3,784.00
8	<p>BATTERY, dry Cell, size AAA 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. 1.5 volts 2.2. Alkaline 2.3. Two (2) pieces per blister pack 2.4. No mercury and cadmium added 2.5. Minimum of thirty (30) minutes runtime with a current draw of 1.0 Amp until cut-off at one (1) volt. 2.6. Shelf Life: Five (5) years (min) from date of acceptance 2.7. Brand and shelf life shall be engraved/ embossed/</p>	20	pack	116.00	2,320.00

	<p>printed on the item</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
9	<p>AIR FRESHENER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Aerosol Type / Spray Mist</p> <p>2.2. Net Content: 280ml or 150g, (min.)</p> <p>2.3. Assorted Scents (at least 2 scents)</p> <p>2.4. Material Safety Data Sheet showing information on specific gravity</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	10	can	370.00	3,700.00
10	<p>INK, for stamp pad</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Volume (min): 50ml</p> <p>2.2. with applicator</p> <p>2.3. Shall conform with the required performance tests:</p> <p>2.3.1. Dry Time</p> <p>2.3.2. Stability Test</p> <p>2.3.3. Resistance to water</p> <p>2.3.4. Effect on rubber stamo</p> <p>2.3.5. Corrosion of stamp-pad container</p> <p>2.4. Color: Purple or Violet</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	5	btl	87.00	435.00
11	<p>PHILIPPINE NATIONAL FLAG</p> <p>1. GENERAL OVERVIEW</p>	2	pc	469.00	938.00

	<p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Length: 1,828.8mm (6') (-3mm)</p> <p>2.2. width: 914.4 mm (3') (-3mm)</p> <p>2.3. Material: 100% polyester</p> <p>2.4. Type: 1</p> <p>2.5. With Certificate of Accreditation from National Historical Commission of the Philippines (NHCP)</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
12	<p>LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Power Consumption: 7 watts (max)</p> <p>2.2. Color Temperature: 6,500 kelvin</p> <p>2.3. Lumen Output: Not less than 530 lumens</p> <p>2.4. Frequency Rating: 60Hz</p> <p>2.5. Color Rendering Index: 80+/-10%</p> <p>2.6. Input Voltage: 220-240 volts, AC</p> <p>2.7. Socket Base: E27</p> <p>2.8. Light Color: Cool Daylight</p> <p>2.9. Power Factor: Not less than 0.90</p> <p>2.10. Average Life: Not less than 15,000 hours</p> <p>2.11. Operating Temperature: 2 35 0C</p> <p>2.12. Brand shall be engraved/embossed/printed on the item.</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	12	pc	195.00	2,340.00
13	<p>TAPE, MASKING</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all</p>	14	roll	46.00	644.00

	<p>applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. width: 24mm (±1mm), 50meters (min)</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
14	<p>CALCULATOR, Compact</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Width: 100mm - 130mm</p> <p>2.2. LCD Display</p> <p>2.3. Capacity: 12 digits</p> <p>2.4. Two-way power source (Solar and Cell) With CE</p> <p>2.5. Mark Manufacturer must be ISO 9001:2008 Certified, or latest</p> <p>2.6. Replacement Warranty: One (1) year</p> <p>2.7. With operating/user's manual (English translation)</p> <p>2.8. Brand shall be engraved/ embossed/ printed/ permanent stickered on the item</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	3	unit	434.00	1,302.00
15	<p>CLIP, backfold, 19mm</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. all metal</p> <p>2.2. 12pcs per box</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	34	box	17.67	600.78
16	<p>CLIP, backfold, 32mm</p>	41	box	34.00	1,394.00

	<p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.11. all metal</p> <p>2.2. 12pcs per box</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
17	<p>DATA FILE BOX</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Dimension: 400mm (min) x 125mm (min) x 230mm (min) (LxWxH)</p> <p>2.2. Chipboard: 3mm thick (min)</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	6	pc	162.00	972.00
18	<p>DATA FOLDER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Dimension:</p> <p>2.1.1. Width (min.): 75mm</p> <p>2.1.2. Height (min.): 230mm</p> <p>2.1.3. Length (min.): 380mm</p> <p>2.2. Material:</p> <p>2.2.1. Chipboard (min.): 2.5mm thick</p> <p>2.2.2. Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover</p> <p>2.2.3. Coated paper for inside cover including spine portion</p> <p>2.2.4. With all steel lever arch file mechanism and</p>	109	pc	167.25	18,230.25

	<p>taglia lock</p> <p>2.2.5. Spine is provided with finger ring and clear plastic pocket for the insert</p> <p>2.2.6. Color: Blue</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
19	<p>DATER STAMP</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Frame: Steel and plastic or sturdy all plastic frame</p> <p>2.2. Four band date and 12 year band</p> <p>2.2.1. Date Format: MM-DD-YYYY</p> <p>2.3. Self-inking stamp pad</p> <p>2.3.1. Acceptable colors: Black, Violet or Red</p> <p>2.4. With locking mechanism</p> <p>2.5. With removable and refillable ink pad, single color</p> <p>2.6. Size of Imprint (min.): 30mm x 45mm</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	4	pc	350.00	1,400.00
20	<p>ENVELOPE, Documentary, A4</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: Kraft</p> <p>2.2. For A4 size documents</p> <p>2.3. Size (-2mm): 229mm x 324mm</p> <p>2.4. Basis Weight (-5%): 150gsm</p> <p>2.5. Thickness (min.): 0.22mm</p> <p>2.6. 500 pcs/box</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	2	box	1595.00	3,190.00

21	<p>ENVELOPE, Documentary, Legal</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: Kraft</p> <p>2.2. For Legal size documents</p> <p>2.3. Size (-2mm) : 254mm x 381mm</p> <p>2.4. Basis Weight (-5%) : 150gsm</p> <p>2.5. Thickness (min.): 0.22mm</p> <p>2.6. 500 pcs/box</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	3	box	991.00	2,973.00
22	<p>ENVELOPE, Expanding, Kraft</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Kraft</p> <p>2.2. Smooth surface</p> <p>2.3. Size: 380mm x 250mm (-3mm)</p> <p>2.4. Expansion: 50mm (-3mm)</p> <p>2.5. Thickness (min.): 0.38mm</p> <p>2.6. With string and eyelet or elastic strap</p> <p>2.7. 100 pieces per box</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	1	box	1809.00	1,809.00
23	<p>ENVELOPE, expanding, plastic</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size (LxW) (min): 380mm x 260mm</p> <p>2.2. Thickness (min): 0.50mm</p>	8	pc	68.00	544.00

	<p>2.3. Expansion (min): 30mm</p> <p>2.4. with elastic strap</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
24	<p>ERASER, felt, for blackboard/whiteboard</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Eraser Material: Felt</p> <p>2.2. Overall Size (LxWxT) (min): 125mm x 45mm x 19mm</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	1	pc	43.00	43.00
25	<p>FASTENER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. For paper</p> <p>2.2. Metal, non-corroding</p> <p>2.3. Thickness: Base with Prongs and Compressor: 0.30mm (min.)</p> <p>2.4. Material: As per sample provided</p> <p>2.5. Able to hold 25mm thick of Multipurpose Paper (70gsm)</p> <p>2.6. 70mm between prongs</p> <p>2.7. With prongs forming an integral part of the base</p> <p>2.8. 50 sets per box</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	6	box	82.00	492.00
26	<p>FILE TAB DIVIDER, A4</p> <p>1. GENERAL OVERVIEW</p>	9	set	45.00	405.00

<p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. For A4 size documents</p> <p>2.2. Material: Bristol Board</p> <p>2.3. Size :</p> <p>2.3.1. Leaf:</p> <p>2.3.1.1. Length (min.):297mm</p> <p>2.3.1.2. Width (min.): 210mm</p> <p>2.3.2. Tab:</p> <p>2.3.2.1. Length (min.): 65mm</p> <p>2.3.2.2. Width (min.): 12mm</p> <p>2.3.2.3. In sequential order</p> <p>2.4. Basis Weight (-5%): 153 gsm</p> <p>2.5. Thickness (min.): 0.22mm</p> <p>2.6. Five (5) colors per set: Blue, White, Yellow, Green, Red, etc.</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
<p>27 FILE TAB DIVIDER, Legal</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. For Legal size documents</p> <p>2.2. Material: Bristol Board</p> <p>2.3. Size :</p> <p>2.3.1. Leaf:</p> <p>2.3.1.1. Length (min.):330mm</p> <p>2.3.1.2. Width (min.): 216mm</p> <p>2.3.2. Tab:</p> <p>2.3.2.1. Length (min.): 68mm</p> <p>2.3.2.2. Width (min.): 15mm</p> <p>2.3.2.3. In sequential order</p> <p>2.4. Basis Weight (-5%): 153 gsm</p> <p>2.5. Thickness (min.): 0.22mm</p> <p>2.6. Five (5) colors per set: Blue, White, Yellow, Green, Red, etc.</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	30	set	45.25	1,357.50

28	<p>FOLDER with tab, A4</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: tagboard/carrier/foldcote/cupstock board</p> <p>2.2. For A4 size documents</p> <p>2.3. Leaf Dimension (± 1mm): 240mm x 320mm</p> <p>2.4. Tab (± 2mm): 13mm</p> <p>2.5. Scoring (± 2mm): 20mm from edge of folder</p> <p>2.6. The folder shall be smooth-finished and non-blot on both sides using a permanent marker.</p> <p>2.7. Other Physical Properties:</p> <p>2.7.1. Grammage, g/m² (min.): 270</p> <p>2.7.2. Thickness, mm (min.): 0.36</p> <p>2.7.3. Tearing Resistance, mN, MD + CD (min.): 2940</p> <p>2.7.4. Stiffness, mN.m, (Taber) MD + CD (min.): 13</p> <p>2.8. 100 pieces per pack</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	1	pack	573.00	573.00
29	<p>FOLDER with tab, Legal</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: tagboard/carrier/foldcote/cupstock board</p> <p>2.2. For A4 size documents</p> <p>2.3. Leaf Dimension (± 1mm): 240mm x 365mm</p> <p>2.4. Tab (± 2mm): 13mm</p> <p>2.5. Scoring (± 2mm): 20mm from edge of folder</p> <p>2.6. The folder shall be smooth-finished and non-blot on both sides using a permanent marker.</p> <p>2.7. Other Physical Properties:</p> <p>2.7.1. Grammage, g/m² (min.): 270</p> <p>2.7.2. Thickness, mm (min.): 0.36</p> <p>2.7.3. Tearing Resistance, mN, MD + CD (min.): 2940</p> <p>2.7.4. Stiffness, mN.m, (Taber) MD + CD (min.): 13</p> <p>2.8. 100 pieces per pack</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	1	pack	573.00	573.00

30	<p>MAGAZINE FILE BOX, Large</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material:</p> <p>2.1.1. Chipboard (min.): 3mm thick</p> <p>2.1.2. Leatherette paper for outside cover</p> <p>2.1.3. Coated paper for inside lining</p> <p>2.2. Outside Dimension (min.):</p> <p>2.2.1. Width: 110mm</p> <p>2.2.2. Height: 265mm</p> <p>2.2.3. Length: 220mm</p> <p>2.3. Front of box:</p> <p>2.3.1. With finger ring and provision for label insert</p> <p>2.4. Back end open</p> <p>2.5. Colors: Green or Blue one shade only</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	1	pc	128.00	128.00
31	<p>MARKER, Flourescent</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Barrel: Flat</p> <p>2.2. Tip: Chisel point</p> <p>2.3. Colors per set: assorted colors</p> <p>2.4. Packaging: 3 colors per set</p> <p>2.5. Material and Structure: The barrel and the cap shall be made of plastic and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <p>2.6. Brand shall be engraved/ embossed/ printed/ permanently stickered on the item.</p> <p>2.7. Shall pass the following:</p> <p>2.7.1. Writing performance test</p> <p>2.7.2. Legibility of Highlighted Word</p> <p>2.7.3. Cap-Off time test</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	8	set	78.00	624.00

32	<p>MARKER, Permanent, Black</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Ink Color: Black</p> <p>2.2. Tip: Felt, bullet type</p> <p>2.3. Point: Medium</p> <p>2.4. Brand shall be engraved/ embossed/ printed/ permanently stickered on the item.</p> <p>2.5. Material and Structure:</p> <p>2.5.1. The cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and decap;</p> <p>2.5.2. The ink reservoir shall be stable to prevent leakage when stored and the ink flow out adequately upon use; and</p> <p>2.5.3. The tip of the pen shall be of suitable firmness and good structure that will regulate the flow of ink.</p> <p>2.6. Shall comply with the following parameters:</p> <p>2.6.1. Writing Performance Test</p> <p>2.6.2. Drying Performance Test</p> <p>2.6.3. Resistance to Water Test</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	2	pc	55.00	110.00
33	<p>MARKER, Whiteboard, Black</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Ink Color: Black</p> <p>2.2. Tip: Felt, bullet type</p> <p>2.3. Point: Medium</p> <p>2.4. Brand shall be engraved/ embossed/ printed/ permanently stickered on the item.</p> <p>2.5. Material and Structure:</p> <p>2.5.1. The cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and decap;</p> <p>2.5.2. The ink reservoir shall be stable to prevent leakage when stored and the ink flow out adequately upon use; and</p> <p>2.5.3. The tip of the pen shall be of suitable firmness and good structure that will regulate the flow of ink.</p> <p>2.6. Shall comply with the following parameters:</p> <p>2.6.1. Writing Performance Test</p> <p>2.6.2. Drying Performance Test</p>	2	pc	61.00	122.00

	<p>2.6.3. Resistance to Water Test</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
34	<p>PAPER TRIMMER/CUTTING MACHINE PAPER TRIMMER/CUTTING MACHINE</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Table top</p> <p>2.2. Guillotine type cutting machine</p> <p>2.3. Paper Capacity: 20-25 sheets of multi-purpose paper</p> <p>2.4. Paper Size: B4 (max)</p> <p>2.5. Base Size: Approximately: 400 x 300mm</p> <p>2.6. Paper Length Ruler Size: 33cm (min)</p> <p>2.7. Paper Width Ruler Scale: 30cm (min)</p> <p>2.8. Ruler Scale: Centimeter</p> <p>2.9. Base Paper Size Markings: B7, B6, A5, B5, A4, B4</p> <p>2.10. With guillotine arm tension/safety bolt</p> <p>2.11. Includes securable sliding paper size marker</p> <p>2.12. Made of high quality hardened stainless steel knife</p> <p>2.13. With stationary blade guard</p> <p>2.14. With operating manual/instructions</p> <p>2.15. Brand shall be engraved/ embossed/ printed on the item</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	2	unit	900.00	1,800.00
35	<p>PENCIL, lead/graphite, with eraser</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Wood cased</p> <p>2.2. With the following specifications:</p> <p>2.2.1. Hardness: HB or 2, Lead/Graphite Diameter: 2mm (min)</p> <p>2.2.2. Ferrule: non-corrosive material which crimps the</p>	5	box	104.00	520.00

	<p>eraser securely to the casing</p> <p>2.2.3. Wood Casing: softwood, coated, free from defects as cross grains, interlocked grains, warpage knots and the like; and shall permit easy sharpening.</p> <p>2.2.4. The eraser shall not be abrasive and shall provide clean erasures.</p> <p>2.2.5. Lead/Graphite Breaking Strength: 6.86N (min)</p> <p>2.3. 1 dozen per box</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
36	<p>RUBBER BAND No. 18</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Net weight (min.): 350 grams</p> <p>2.2. Width (min.): 1.00 mm</p> <p>2.3. Thickness (min.): 1.00 mm</p> <p>2.4. Lay Flat Length (+10%): 70mm</p> <p>2.5. Tensile Strength (min.): 9.81Mpa</p> <p>2.6. Elongation (min.): 500%</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	2	box	256.00	512.00
37	<p>SCISSORS, symmetrical or asymmetrical</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. For office stationery and household use.</p> <p>2.2. Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather and other materials.</p> <p>2.3. Overall length: 160mm (min)</p> <p>2.4. Length of the Cutting Blade: 70mm (min)</p> <p>2.5. Thickness of the Cutting Blade: 1.70mm (min)</p> <p>2.6. Length of Metal Handle (measured from the center of the binding rivet screw to the tip of the metal handle) : 35mm (min)</p> <p>2.7. Construction/Quality</p> <p>2.7.1. Blades shall be made of stainless steel.</p>	12	pair	64.00	768.00

	<p>2.7.2. The tip of the cutting blade shall be blunt.</p> <p>2.7.3. Blades shall be flat and shall be joined by a binding rivet screw.</p> <p>2.7.4. Scissors shall be adjusted for proper contact along the entire length of the blade cutting edges, and shall be free from defects and blemishes.</p> <p>2.7.5. All Scissors shall be furnished with asymmetrical or symmetrical bow handles made of rigid plastic/rubber.</p> <p>2.7.6. Materials shall be free from any defects and imperfections which might affect the serviceability of the finished product.</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
38	<p>STAPLER, standard type</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Loading Capacity (min.): 200 staple wires</p> <p>2.2. Staple pusher shall be a metal piece and not spring.</p> <p>2.3. Construction/Structure:</p> <p>2.3.1. The handle, base and frame shall be connected respectively and be smooth in repetitive actuation;</p> <p>2.3.2. Loading of the staple wire in the staple magazine shall be easily done;</p> <p>2.3.3. The stapler shall be constructed such that the staple wire will not jam or drop out during stapling;</p> <p>2.3.4. The base shall be so constructed that it is equipped with clincher block having the guide groove aligned with the driver blade so that it can bind properly and easily;</p> <p>2.3.5. The driver blade shall be able to push out and drive the loaded staple wire without deformation;</p> <p>2.3.6. Each part shall have rigidity in meeting the performance of the stapler;</p> <p>2.3.7. As per attached illustration showing the parts of the stapler, however design may vary;</p> <p>2.3.8. Shall conform with the required performance tests.</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	9	pc	243.00	2,187.00
39	RECORD BOOK, 300 pages	8	book	158.00	1,264.00

	<p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Color: White bond, Non-blot</p> <p>2.2. Machine pre-numbered pages</p> <p>2.3. Basis Weight: 55 gsm (-5%)</p> <p>2.4. Thickness: 0.07 mm (min.)</p> <p>2.5. Size: Lx W: 265mm x 165mm (min.)</p> <p>2.6. Cover:</p> <p>2.6.1. Material: Laminated Chipboard</p> <p>2.6.2. Thickness: 1.5mm (min.)</p> <p>2.6.3. Size: Lx W: 278mm x 175mm (min.)</p> <p>2.7. Margins:</p> <p>2.7.1. Top: 25mm (-2mm)</p> <p>2.7.2. Bottom: 8mm (±4mm)</p> <p>2.7.3. Left / Right: Manufacture's Standard</p> <p>2.8. Others:</p> <p>2.8.1. Number of writing lines: 32 (minimum) of equal space</p> <p>2.8.2. Writing Lines: Printed on both pages of each sheet</p> <p>2.8.3. Binding: Durable smyth sewn binding</p> <p>2.8.4. Front Cover: With "Record Book" printed on the outside of front cover</p> <p>2.8.5. Raw Materials: Made of at least 50% recycled fibre</p> <p>2.8.6. Paper Used: At least Elementary Chlorine Free (ECF)</p> <p>2.8.7. Paper Wrapping and Carton Box Packaging: Made from 100% recycled fibre</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
40	<p>RECORD BOOK, 500 pages</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>1.1. Color: White bond, Non-blot</p> <p>1.2. Machine pre-numbered pages</p> <p>1.3. Basis Weight: 55 gsm (-5%)</p> <p>1.4. Thickness: 0.07 mm (min.)</p> <p>1.5. Size: Lx W: 265mm x 165mm (min.)</p> <p>1.6. Cover:</p> <p>1.6.1.s Material: Laminated Chipboard</p>	5	book	174.00	870.00

	<p>1.6.2. Thickness: 1.5mm (min.)</p> <p>1.6.3. Size: Lx W: 278mm x 175mm (min.)</p> <p>1.7. Margins:</p> <p>1.7.1. Top: 25mm (-2mm)</p> <p>1.7.2. Bottom: 8mm (±4mm)</p> <p>1.7.3. Left / Right: Manufacture's Standard</p> <p>1.8. Others:</p> <p>1.8.1. Number of writing lines: 32 (minimum) of equal space</p> <p>1.8.2. Writing Lines: Printed on both pages of each sheet</p> <p>1.8.3. Binding: Durable smyth sewn binding</p> <p>1.8.4. Front Cover: With "Record Book" printed on the outside of front cover</p> <p>1.8.5. Raw Materials: Made of at least 50% recycled fibre</p> <p>1.8.6. Paper Used: At least Elementary Chlorine Free (ECF)</p> <p>1.8.7. Paper Wrapping and Carton Box Packaging: Made from 100% recycled fibre</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
41	<p>TOILET TISSUE PAPER, 2 ply</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Weight (min.): 28gsm</p> <p>2.2. Sheet Dimensions:</p> <p>2.2.1. Width of sheet: 100mm (+/-3mm)</p> <p>2.2.2. Length of sheet: 114mm (-5mm)</p> <p>2.3. Acidity, pH (min.): 6</p> <p>2.4. Absorption time for each sheet using 0.01ml water, sec. (max.): 30</p> <p>2.5. 100% Recycled pulp</p> <p>2.6. Paper shall be at least Elemental Chlorine Free (ECF)</p> <p>2.7. 150 pull per roll (300 sheets), (min.)</p> <p>2.8. Shall be evenly and firmly wound to form a roll which is sufficiently rigid to withstand normal handling and usage.</p> <p>2.9. Roll shall be perforated across the full width such that each sheet can be easily torn off along the perforations.</p> <p>2.10. Toilet tissue shall not have noticeable dust on the surface of sheets.</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p>	91	pack	164.00	14,924.00

	3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.				
42	<p>3-Ring Binder, A4</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Color: Blue</p> <p>2.2. Size (LxWxH): 270cm x 70cm x 310cm (approx.)</p> <p>2.3. for A4 size documents</p> <p>2.4. Material: PV</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	8	pc	221.00	1,768.00
43	<p>BALLPEN</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Color: Blue</p> <p>2.2. Pen Tip Size: 0.7mm</p> <p>2.3. Good for writing quality</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	43	pc	38.00	1,634.00
44	<p>SPECIAL BOARD PAPER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: A4 Vellum Board</p> <p>2.2. Basis Weight: 200 gsm</p> <p>2.3. Packaging: 10 sheets per pack</p> <p>2.4. Color: white</p>	2	pack	60.00	120.00

	<p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
45	<p>CERTIFICATE FOLDER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: A4</p> <p>2.2. made of plastic materials</p> <p>2.3. Color: Royal Blue</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	6	pc	87.00	522.00
46	<p>CERTIFICATE FRAME</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Holds certificates / diplomas / citations</p> <p>2.2. Super clear transparency</p> <p>2.3. With flap to prevent certificates from falling off</p> <p>2.3. With 2 hangers for portrait and landscape orientations</p> <p>2.4. Size: 8.5 x 13 inches</p> <p>2.5. Color: Blue</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	5	pc	122.00	610.00
47	<p>CERTIFICATE FRAME</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all</p>	5	pc	141.00	705.00

	<p>applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Holds certificates / diplomas / citations</p> <p>2.2. Super clear transparency</p> <p>2.3. With flap to prevent certificates from falling off</p> <p>2.3. With 2 hangers for portrait and landscape orientations</p> <p>2.4. Size: A4</p> <p>2.5. Color: Blue</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
48	<p>Colored Bond/Multicolor Paper</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 80gsm</p> <p>2.2. Packaging: 500 sheet per ream</p> <p>2.3. SizeL Legal</p> <p>2.4. Color: Green</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	9	ream	490.00	4,410.00
49	<p>Colored Bond/Multicolor Paper</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 80gsm</p> <p>2.2. Packaging: 500 sheet per ream</p> <p>2.3. SizeL Legal</p> <p>2.4. Color: Yellow</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	6	ream	550.00	3,300.00

50	<p>FLASH DRIVE</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Capacity: 4gb</p> <p>2.2. USB Specification: USB 2.0</p> <p>2.3. Easy to read and write in high speed</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	9	pc	225.00	2,025.00
51	<p>INK REFILL</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Net Content: at least 1 Liter</p> <p>2.2. Color: Black</p> <p>2.3. Must be compatible with Canon Maxify GX7070 Printer</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	2	btl	2170.00	4,340.00
52	<p>LED Light Bulbs</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Power Consumption: 7 watts</p> <p>2.1.1. Quantity: 20 pieces</p> <p>2.1.2. Color Temperature: 6,500 kelvin</p> <p>2.1.3. Lumen Output: Not less than 806 lumens</p> <p>2.5. Frequency Rating: 50-60Hz</p> <p>2.1.4. Color Rendering Index: 80</p> <p>2.1.5. Input Voltage: 220-240 volts</p> <p>2.1.6. Socket Base: E27</p>	1	lot	17000.00	17,000.00

	<p>2.1.7. Light Color: Cool Daylight 2.1.8. Power Factor: Not less than 0.50 2.1.9. Average Life: Not less than 15,000 hours 2.1.10. Brand shall be engraved/embossed/printed on the item. 2.2. Power Consumption: 10 watts (max) 2.2.1. Quantity: 10 pieces 2.2.2. Color Temperature: 6,500 kelvin 2.2.3. Lumen Output: Not less than 1020 lumens 2.2.4. Frequency Rating: 50-60Hz 2.2.5. Color Rendering Index: 90 2.2.6. Input Voltage: 220-240 volts 2.2.7. Socket Base: E27 2.2.8. Light Color: Cool Daylight 2.2.9. Power Factor: Not less than 0.50 2.2.10. Average Life: Not less than 15,000 hours 2.2.11. Brand shall be engraved/embossed/printed on the item. 2.3. Power Consumption: 20 watts 2.3.1. Quantity: 20 pieces 2.3.2. Lumen Output: Not less than 2300 lumens 2.3.3. Input Voltage: 100-240 volts 2.3.4. Socket Base: E27 2.3.5. Light Color: Cool Daylight 2.3.6. Average Life: Not less than 30,000 hours 2.3.7. Brand shall be engraved/embossed/printed on the item.</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier on or before 01 December 2023. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
53	<p>Plastic clip board with pen holder 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. Color: Black 2.2. Size: 215mm x 118mm approx. 2.3. Material: Plastic 2.4. With Bill Clip</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier on or before 01 December 2023. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	2	pc	245.00	490.00
54	<p>SPECIAL BOARD PAPER 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various</p>	30	pack	71.00	2,130.00

	<p>Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: A4 Vellum Board</p> <p>2.2. Basis Weight: 150 gsm</p> <p>2.3. Packaging: 10 sheets per pack</p> <p>2.4. Color: white or cream</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>				
55	<p>SPECIAL PAPER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: A4</p> <p>2.2. Basis Weight: 80 gsm</p> <p>2.3. Packaging: 500 sheets per ream</p> <p>2.4. Color: Blue</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	2	ream	635.00	1,270.00
56	<p>STICKER PAPER</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. For Laserjet Printer</p> <p>2.2. Size: A4</p> <p>2.3. Material: Glossy</p> <p>2.4. Packaging: 20 pieces per pack</p> <p>2.5. Color: white</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the</p>	2	pack	305.00	610.00

	end-user.				
57	<p>Stackable Paper/Document Tray Organizer</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: high quality, heavy duty and durable plastic (thick)</p> <p>2.2. Color: Black or Grey</p> <p>2.3. Size: Approx: 28 cm width x 39 cm length</p> <p>2.4. 5 layers with additional/separate 2 layers tray</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	7	pc	525.00	3,675.00
58	<p>WHEELS</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: 205/60 R16</p> <p>2.2. Must be compatible to Ford Eco Sports</p> <p>2.3. Soft asymmetric pattern with large lateral grooves.</p> <p>2.4. Optimized tread compound technology.</p> <p>2.5. Brand shall be engraved/ embossed/ printed on the item.</p> <p>2.6. With approval mark of automakers</p> <p>2.7. Sidewall information (if applicable):</p> <p>2.7.1. Manufacturer's name</p> <p>2.7.2. Brand Name</p> <p>2.7.3. Tyre Size Designation</p> <p>2.7.4. Max Load, Max Press</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p>	2	pc	5500.00	11,000.00
59	<p>WHEELS</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p>	2	pc	5300.00	10,600.00

1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.

2. TECHNICAL SPECIFICATIONS

- 2.1. Size: 205/65 R15
- 2.2. Must be compatible to Toyota Innova
- 2.3. Soft asymmetric pattern with large lateral grooves.
- 2.4. Optimized tread compound technology.
- 2.5. Brand shall be engraved/ embossed/ printed on the item.
- 2.6. With approval mark of automakers
- 2.7. Sidewall information (if applicable):
 - 2.7.1. Manufacturer's name
 - 2.7.2. Brand Name
 - 2.7.3. Tyre Size Designation
 - 2.7.4. Max Load, Max Press

3. DELIVERY

- 3.1. Delivery shall be made by the Supplier on or before 01 December 2023.
- 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 164,624.53

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.