



**ASTI-FM 03-10  
REV 4/ 9 MAR 2022**

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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement:Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Apr-08-2024, 2:00 PM		
<b>RFQ No.:</b>	24-04-4745	<b>Date:</b>	April-04-2024
<b>PR No.:</b>	ALAM-24-03-18839	<b>Date:</b>	March-13-2024

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><b>MARKET TOTE BAG - TOKENS FOR TRAINING/ACTIVITIES</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred Fifty (150) Pieces Market Tote Bag, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for</p>	150	pc	308.92	46,338.00

	<p>any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>2. SPECIFICATION</b></p> <p>2.1 Description: Expandable Canvass Tote Bag</p> <p>2.2 Color: Preferably Navy Blue + Off-white Color</p> <p>2.3 Dimensions (Approximate): 15.4 in (w) x 14.2 (h) x 4.7 (d)</p> <p>2.3.1 Both sides have inner pocket.</p> <p>2.3.2 Have an inner pocket with a zipper in the middle area.</p> <p>2.3.3 Equipped with metal snap buttons.</p> <p>2.3.4 Have an inner sole or insole to enable it to stand alone; side corners should be sturdy.</p> <p>2.4 Handle (Approximate): 25 in (length) X 1 in (width)</p> <p>2.5 Material: Canvass / Cotton Twill</p> <p>2.6 Finishing: Individual plastic packaging</p> <p>2.7 Logos for Printing</p> <p>2.7.1 At least four (4) logos</p> <p>2.7.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.8 Design and Layout</p> <p>2.8.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.8.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.8.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p><b>3. WARRANTY AND AFTER SALES SUPPORT</b></p> <p>3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p>				
2	<p><b>JACKET - TOKENS FOR TRAINING/ACTIVITIES</b></p> <p><b>1 GENERAL OVERVIEW</b></p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of Sixty (60) Pieces Jacket with Project Logo, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO</p>	60	pc	1766.66	105,999.60

and/or contract.

1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

## 2. SPECIFICATION

2.1 Description: Corporate Jacket (Embroidered)

2.2 Color: Beige or Khaki

2.3 Fabric: Microfiber and Cotton Twill

2.4 Two (2) side inset slash pockets with durable plastic zipper

2.5 Adjustable snap cuff

2.6 Inside durable zippered/hidden plastic zipper chest pocket (left)

2.7 Smooth Insulation/Inner Lining: 100% Microfiber or an equivalent type of cloth

2.8 Logos:

2.8.1 Embroidered frontal and dorsal logo, project domain name system (DNS) and name (with project logo).

2.8.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.

2.8.3 At least four (4) logos.

2.9 Sizes:

2.9.1 XS, S, M, L, XL, XXL, XXXL

2.9.2 Breakdown of sizes will be provided by the end-user within five (5) calendar days upon issuance of NTP.

2.9.3 No additional charges for XL, XXL, and XXXL sizes.

2.10 Finishing: Individual plastic packaging

2.11 Design and Layout

2.11.1 The layout attached to the RFQ is subject to change (minimum changes only).

2.11.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

2.11.3 Supplier must submit one (1) customized sample jacket similar to the design provided by the end-user (with similar approved swatches or cloth) which shows sample craftsmanship with sample embroidery within ten (10) calendar days upon receipt of final design from end-user.

2.11.4 Maximum Number of Revisions: Three (3)

## 3. WARRANTY AND AFTER SALES SUPPORT

3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.

3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

## 4. PAYMENT AND DELIVERY TERMS

4.1 Delivery of items shall be made by the supplier

	<p>within thirty (30) calendar days upon approval of final sample.</p> <p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p>				
3	<p><b>CELLPHONE POP SOCKET - TOKENS FOR TRAINING/ACTIVITIES</b></p> <p>1 GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pieces Cellphone Pop Socket, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Color: Navy Blue (Preferred)</p> <p>2.2 Material: Silicone</p> <p>2.3 Grip Type: Preferably Pop Grip</p> <p>2.4 Special Feature: Alcohol-free</p> <p>2.5 Logos for printing:</p> <p>2.5.1 At least four (4) logos</p> <p>2.5.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.6 Finishing: Individual plastic packaging</p> <p>2.7 Design and Layout</p> <p>2.7.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.7.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.7.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p>	100	pc	70.00	7,000.00

	<p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p>				
4	<p><b>BAG TAG - TOKENS FOR TRAINING/ACTIVITIES</b></p> <p>1 GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pieces Bag Tag, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Preferred Color: Navy Blue</p> <p>2.2 Material: Synthetic Leatherette (Preferred)</p> <p>2.3 Size (approx.): 2.76 x 4.72 inches</p> <p>2.4 Special Features: With essential luggage information card such as name, email address, mobile number (including the international code)</p> <p>2.5 Logos for printing: UV Printing</p> <p>2.5.1 At least four (4) logos</p> <p>2.5.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.6 Finishing: Individual plastic packaging</p> <p>2.7 Design and Layout</p> <p>2.7.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.7.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.7.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1 Supplier warrants the items against defects in</p>	100	pc	360.00	36,000.00

	<p>manufacturing, as well as shipping and delivery issues.</p> <p>3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p>				
5	<p><b>MEMO PAD - TOKENS FOR TRAINING/ACTIVITIES</b></p> <p>1 GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of Two Hundred (200) Pieces Memo Pad, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Color: Navy Blue + White</p> <p>2.2 Material: Preferably #70 Pound Opaque Uncoated Text Paper, At least 100 gsm</p> <p>2.3. Sizes (Approximate): 3 x 3 inches (cube), and 600 sheets</p> <p>2.4 Printing: Offset, at least one (1) solid color print (three (3) sides)</p> <p>2.5 Logos for printing:</p> <p>2.5.1 At least four (4) logos</p> <p>2.5.2 The end-user shall provide logos five (5) calendar days upon issuance f NTP.</p> <p>2.6 Design and Layout</p> <p>2.6.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.6.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if</p>	200	pc	178.75	35,750.00

	<p>necessary.</p> <p><b>3. WARRANTY AND AFTER SALES SUPPORT</b>  3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.  3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b>  4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.  4.2 Price must be inclusive of government taxes and other charges.  4.3 Payment upon complete delivery.</p>				
6	<p><b>ANTI-SLIP TUMBLER - TOKENS FOR TRAINING/ACTIVITIES</b></p> <p><b>1 GENERAL OVERVIEW</b>  1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred Fifty (150) Pieces Memo Pad, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.  1.2 The ABC is inclusive of all applicable government taxes and service charges.  1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.  1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.  1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b>  2.1 Color: Navy Blue  2.2 Material: Insulated Hard Plastic Matte Finished Tumbler  2.3. Size (Approximate): 500ML  2.4 Special Feature:  2.4.1 BPA free  2.4.2 Anti-slip silicon bottom  2.4.3 Spill/Leak-proof lid  2.4.4 Double-wall insulation for hot and cold liquid  2.5 Logos for printing:  2.5.1 At least four (4) logos  2.5.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.  2.6 Design and Layout</p>	150	pc	374.00	56,100.00

	<p>2.6.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.6.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p><b>3. WARRANTY AND AFTER SALES SUPPORT</b></p> <p>3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p>				
7	<p><b>CUSTOMIZED LANYARD - TOKENS FOR TRAINING/ACTIVITIES</b></p> <p><b>1 GENERAL OVERVIEW</b></p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pieces Customized Lanyard, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1 Customized lanyard with buckle clip, universal string and dog clip</p> <p>2.2 Color: Preferably Navy Blue</p> <p>2.3 Material: Preferably made of Polycotton Subli-lace</p> <p>Size</p> <p>2.4 Size</p> <p>2.4.1 At least one inch width</p>	100	pc	70.00	7,000.00



	<p>2.4.2 At least thirty-seven inches in length</p> <p>2.5 Printing: Preferably Subli-print</p> <p>2.6 Logos for printing:</p> <p>2.6.1 At least four (4) logos</p> <p>2.6.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.7 Design and Layout</p> <p>2.7.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.7.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.7.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p><b>3. WARRANTY AND AFTER SALES SUPPORT</b></p> <p>3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p>				
8	<p><b>ID CLIP HOLDER - TOKENS FOR TRAINING/ACTIVITIES</b></p> <p>1 GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pieces ID Clip Holder, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p>	100	pc	70.00	7,000.00

	<p>2.1. Color: Preferably Navy Blue  2.2. Material: Hard Plastic (Opaque)  2.3. Shape: Round and Retractable Type  2.4. Printing: preferably Sticker Print  2.5. Logos for printing:  2.5.1. At least four (4) logos  2.5.2. The end-user shall provide logos five (5) calendar days upon issuance of NTP.  2.6 Logos for printing:  2.6.1 At least four (4) logos  2.6.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.  2.7 Design and Layout  2.7.1 The layout attached to the RFQ is subject to change (minimum changes only).  2.7.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.  2.7.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>3. WARRANTY AND AFTER SALES SUPPORT  3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.  3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>4. PAYMENT AND DELIVERY TERMS  4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.  4.2 Price must be inclusive of government taxes and other charges.  4.3 Payment upon complete delivery.</p>				
9	<p><b>CUSTOMIZED LAPEL PINS - TOKENS FOR TRAINING/ACTIVITIES</b>  1 GENERAL OVERVIEW  1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pieces Customized Lapel Pins, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.  1.2 The ABC is inclusive of all applicable government taxes and service charges.  1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.  1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.  1.5 The external provider/contractor/supplier, including</p>	100	pc	160.00	16,000.00

any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

**2. TECHNICAL SPECIFICATIONS**

- 2.1. Color: Preferably Navy Blue
- 2.2. Material: Enamel Pin
- 2.3. Size: At least 0.75 - 1 inches or 1.0 - 1.5 inches
- 2.4. Shape: Preferably Oval to Square shape
- 2.5. Printing: Embossed Logo with resin coated finish
- 2.6. Finishing: printed board paper and individual plastic packaging
- 2.7. Logos for printing:
  - 2.7.1. At least One (1) logo and word logo
  - 2.7.2. The end-user shall provide logos five (5) calendar days upon issuance of NTP.
- 2.8. Design and Layout
  - 2.8.1. The layout attached to the RFQ is subject to change (minimum changes only).
  - 2.8.2. Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

**3. WARRANTY AND AFTER SALES SUPPORT**

- 3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.
- 3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

**4. PAYMENT AND DELIVERY TERMS**

- 4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.
- 4.2 Price must be inclusive of government taxes and other charges.
- 4.3 Payment upon complete delivery.

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

**Php 317,187.60**

**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.