



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	May-15-2023, 2:00 PM		
RFQ No.:	23-05-4363	Date:	May-10-2023
PR No.:	ALAM-23-03-16448	Date:	March-29-2023

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>UMBRELLA</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 Twenty (120) Pieces Umbrella, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The Approved Budget for the Contract 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 Purchase Order (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>	120	pc	416.66	49,999.20

any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

2. SPECIFICATION

2.1 Description: Three-fold, Automatic Umbrella

2.2 Quantity: One Hundred Twenty (120) Pieces

2.3 Color: Royal Blue

2.4 Size: At least 21 inches

2.5 Material:

2.5.1 Thick Fiber Ribs

2.5.2 Waterproof

2.5.3 UV Protect Backing

2.6 Logos for Printing

2.6.1 Three (3) logos maximum

2.6.2 The end-user shall provide logos five (5) calendar days upon issuance of Notice to Proceed (NTP).

2.7 Design and Layout

2.7.1 The layout attached to the Request for Quotation (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.

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.

2	<p>NOTEBOOK (HARDBOUND) WITH PEN AND PROJECT LOGO</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) Sets of Notebook (Hardbound) with Pen, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The Approved Budget for the Contract 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 Purchase Order (PO) and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including</p>	100	set	300.00	30,000.00
---	---	-----	-----	--------	-----------

	<p>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. SPECIFICATION</p> <p>2.1 Notebook (Hardbound)</p> <p>2.1.1 Quantity: One Hundred (100) Sets</p> <p>2.1.2 Color: Royal Blue</p> <p>2.1.3 Dimensions: A5 Size or 8.3 inches x 5.5 inches (+/-)</p> <p>2.1.4 Material: Hardbound matte cover with or without garter strap</p> <p>2.1.5 Leaves/Pages: Eighty (80) leaves or one hundred sixty (160) pages</p> <p>2.2 Pen</p> <p>2.2.1 Multifunction Pen</p> <p>2.2.2 Color: Royal Blue</p> <p>2.2.3 Ink: Blue</p> <p>2.3 Other Matters</p> <p>2.3.1 Logos for Printing</p> <p>2.3.1.1 Three (3) logos maximum</p> <p>2.3.1.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.3.2 Design and Layout</p> <p>2.3.2.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.3.2.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.3.2.3 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> <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>				
3	<p>JACKET WITH PROJECT LOGO (EMBROIDERED)</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) Jacket with Project Logo, to be used as promotional material during information, education and communication campaigns, signing/turnover activities</p>	100	pc	850.00	85,000.00

with partners/stakeholders, etc.

1.2 The Approved Budget for the Contract 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 Purchase Order (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.

2. SPECIFICATION

2.1 Description: Bomber Jacket

2.2 Color: Royal Blue

2.3 Fabric: Microfiber

2.4 Logos:

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

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

2.5 Sizes:

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

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

2.6 Design and Layout

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

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

2.6.3 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.

2.6.4 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 within thirty (30) calendar days upon approval of final sample.

	<p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p>				
4	<p>POLO SHIRT (EMBROIDERED)</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 Polo Shirts, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The Approved Budget for the Contract 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 Purchase Order (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. SPECIFICATIONS</p> <p>2.1 Description: Polo Shirt</p> <p>2.2 Quantity: One Hundred (100) Pieces</p> <p>2.3 Color: Royal Blue</p> <p>2.4 Fabric: Cotton</p> <p>2.5 Logos:</p> <p>2.5.1 Embroidered frontal and dorsal logo, project domain name system (DNS) and name (with project logo).</p> <p>2.5.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.6 Sizes:</p> <p>2.6.1 XS, S, M, L, XL, XXL, XXXL</p> <p>2.6.2 Breakdown of sizes will be provided by the end-user within 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 Supplier must submit one (1) customized sample polo shirt 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.</p> <p>2.7.4 Maximum Number of Revisions: Three (3)</p>	100	pc	620.00	62,000.00

	<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> <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>USB (8GB) WITH PROJECT LOGO</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 USB (8GB), to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The Approved Budget for the Contract 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 Purchase Order (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. SPECIFICATION</p> <p>2.1 Description: USB Flash Drive</p> <p>2.2 Memory Capacity: 8GB</p> <p>2.3 Drive Speed: USB 2.0</p> <p>2.4 Color: Silver or Black</p> <p>2.5 Material: Metal (Swivel type)</p> <p>2.6 Logos for Printing</p> <p>2.6.1 Three (3) logos maximum</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</p>	100	pc	350.00	35,000.00

	<p>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>				
6	<p>MARKET TOTE BAG</p> <p>1. GENERAL OVERVIEW 1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Market Tote Bag, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc. 1.2 The Approved Budget for the Contract 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 Purchase Order (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>2. SPECIFICATION 2.1 Description: Expandable Canvass Tote Bag 2.2 Color: Royal Blue + Off-white Color 2.3 Dimensions: +/- 14x16 inches (Large) 2.4 Material: Canvass 2.5 Logos for Printing 2.5.1 Three (3) logos maximum 2.5.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP. 2.6 Design and Layout 2.6.1 The layout attached to the RFQ is subject to change (minimum changes only). 2.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p>	100	pc	250.00	25,000.00

	<p>2.6.3 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> <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>				
7	<p>DOUBLE-WALLED MUG WITH WOODED LID WITH PROJECT LOGO</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) Double-Walled Mug with Wooden Lid, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The Approved Budget for the Contract 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 Purchase Order (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. SPECIFICATION</p> <p>2.1 Description: Double-Walled Glass Mug with Wooden Lid</p> <p>2.2 Color: Clear Glass</p> <p>2.3 Dimensions:</p> <p>2.3.1 8 cm (Top) x 5 cm (Bottom) x 11.5 cm (Thickness) (+/-)</p> <p>2.3.2 300 mL Standard Size (+/-)</p> <p>2.4 With mug boxes</p> <p>2.5 Logos for Printing</p> <p>2.5.1 Three (3) logos maximum</p> <p>2.5.2 The end-user shall provide logos five (5) calendar</p>	100	pc	500.00	50,000.00

days upon issuance of NTP.
 2.6 Design and Layout
 2.6.1 The layout attached to the RFQ is subject to change (minimum changes only).
 2.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.
 2.6.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.

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 336,999.20**

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.