



## REQUEST FOR QUOTATION (RFQ-2022-003)

1. The **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPs registered suppliers/contractors to submit **quotations** for the project **“Supply and delivery of customized laptop mat and face mask”** with Approved Budget for the Contract (ABC) in the amount of **Two Hundred Twenty-two Thousand Seven Hundred Fifty Pesos Only (Php222,750.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
<b>Supply and delivery of customized laptop mat and face mask</b> <i>(Attached Technical Specifications)</i>		
<b>330 pieces Laptop Mat</b>	<b>General Appropriations Act FY2022</b>	<b>Php165,000.00</b>
<b>330 pieces Face mask</b>		<b>Php 57,750.00</b>
<b>Total Approved Budget for the Contract (ABC)</b>		<b>Php222,750.00</b>

2. Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Sec. 53.9) as prescribed under Rule XVI – Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
3. Suppliers/contractors shall submit their quotations on or before **08 February 2022, 10:00 A.M.** at the DOST-STII – BAC Secretariat - Property Section, 2<sup>nd</sup> Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City. Quotations may also be submitted through email at: [lechar109@yahoo.com](mailto:lechar109@yahoo.com) or [philip.tumbali@stii.dost.gov.ph](mailto:philip.tumbali@stii.dost.gov.ph).



A copy of your **2021 Mayor's/Business Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid **Certificate of PhilGEPS Registration** may be submitted in lieu of the Mayor's/Business Permit.

4. The DOST-STII reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DOST-STII further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability in accordance with Republic Act (RA) No. 9184 and its Implementing Rules and Regulations.
5. For further information, please refer to:

**JONA M. BERNAL**  
BAC Secretariat  
Telephone No. 837-2071 loc. 2145

**ARLENE E. CENTENO**  
BAC Vice Chairperson

Approved by:

  
**RICHARD P. BURGOS**  
Director



## TECHNICAL SPECIFICATIONS

### Customized Laptop Mat

Approved budget for the contract: 165,000.00  
Fund: General Fund

### Specifications:

Dimension 30cm x 60cm  
Material: Vegan Leather/ Leatherette  
with snap lock  
Laptop Mat Color: Blue / Navy Blue  
Print: Embroidered  
Quantity: 330 pieces  
Front: Logo: DOST-STII Logo  
DOST-STII: Gotham Bold  
EST. 1987 : Gotham Book  
Text color: White(#FFFFFF), Red(#ED262A)

### Technical Working Group Promotional Materials

  
**Joy M. Lazcano**  
Chairperson

  
**Jonathan D. Abalon**  
Member

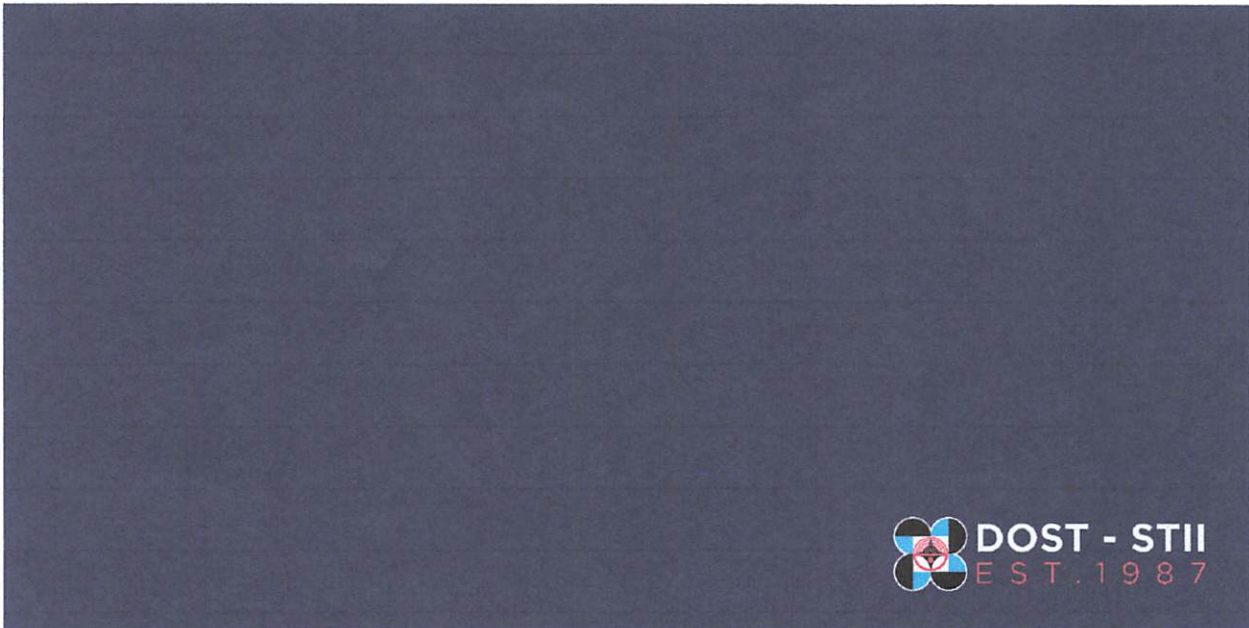


Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**



**ISO 9001:2015**

Certificate No. 52630772-08113



**Dimension : 30x 60 cm**



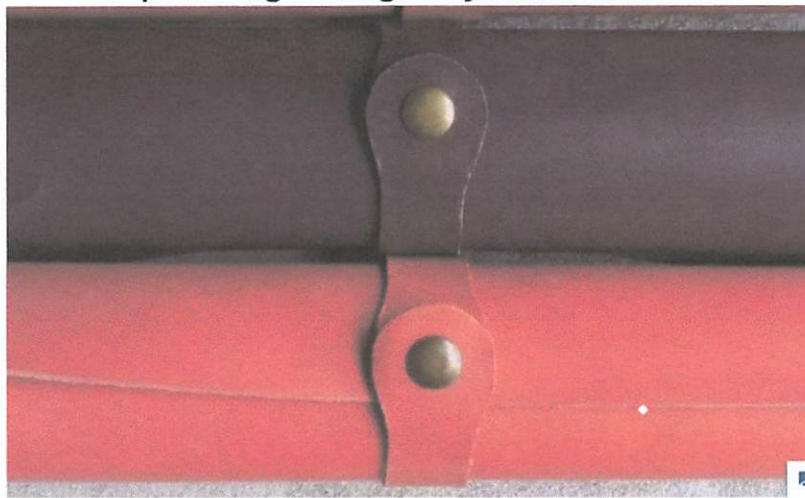


**ISO 9001:2015**

Certificate No. 5000772-0815



**Sample Design using Navy Blue Leather Mat**



**Snap Lock**



## TECHNICAL SPECIFICATIONS

### Customized Face Mask

Approved budget for the contract: 57,750.00  
Fund: General Fund

### Specifications:

Material: Mask Structure:  
\* Outer Fabric - Water repellent fabric  
\* Mid-layer(filter) - Non-woven (Waterproof, blocks water particles to pass)  
\* Inner fabric - breathable and non-irritating  
With adjustable ear loop  
Print: Front Print, Sublimated  
Design: DOST-STII Logo and 35<sup>th</sup> Anniversary Logo  
Sublimation (Size: 2.5 x 2.5 inch)  
Size: Adult Size, Adjustable  
Color: Navy Blue  
Quantity: 330 pieces

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