



ASTI-FM 03-10
REV 0/2 APR 2018

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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Sep-07-2018, 2:00 PM		
RFQ No.:	18-08-2083	Date:	August-31-2018
PR No.:	GAA-18-08-6461	Date:	August-20-2018

The Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers, contractors or distributors, to submit their quotations, together with their eligibility documents for the item(s) listed below. Guidelines regarding the format and eligibility documents needed are listed at the box below the item(s) to be procured.

Quotations may be electronically mailed at bac-sec@asti.dost.gov.ph or it may be submitted via fax or by delivering it to the office on or before the deadline. For inquiries, you may call the number - 426-7423 and look for ASTI's BAC Secretariat

Respectfully,

Pedrito B. Mangahas
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	PMDC Aisle Containment SUPPLY, DELIVERY AND INSTALLATION OF PMDC AISLE CONTAINMENT (includes materials, installation) 1.1 Aisle containment anti-static curtain panels 1.2 Aisle containment anti-static strip door curtain 1.3 1RU 19" rack black blanking panels tool-less	1	lot	250000.00	250,000.00
2	Data Center Lighting Refurbishment Data Center Lighting Refurbishment (installation and materials such as LED light bulb, light bulb socket, etc.)	1	lot	75000.00	75,000.00
3	Painting Works Supply, Delivery, Installation including materials and Labor of painting works of the whole 40-footer containerized Data Center including all side of perimeter fencing, main gate, ramp, stairs and underlying steel-beams located underneath the structure of the PMDC	1	lot	60000.00	60,000.00
4	Installation of exhaust fan vent cover in PMDC Installation of exhaust fan vent cover in PMDC (includes materials, installation) 4.1 Able to fit a 12" industrial exhaust fan 4.2 length and width of the vent cover should have a size allowance, desired length and width is (14 and 13.5) 4.3 Metal/heavy duty for industrial 4.4 Outside deployment, must be able to protect exhaust system from rain	3	unit	3500.00	10,500.00

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101
• Website: www.asti.dost.gov.ph • E-mail: info@asti.dost.gov.ph • Tel. No.s: +632 927-2541, +632 927-3502, +632 426-9759, +632 426-9760
• Fax No.: +632 925-8598

4.5 The vent cover includes a brush strip seals or filter placed on the opening of the vent cover, size of the strips/filter should be enough to cover the mouth of the vent and detachable for maintenance and cleaning purpose

NOTE: All refurbishment work, including design, subject to DOST-ASTI approval prior to commencement of work

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 395,500.00

GUIDELINES

A. Submission of Quotations

1. The quotation should include the RFQ or the P.R. Number found above.
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation.
3. The quotations shall include the signature of the company's representatives.

B. Eligibility Requirements

As per GPPB No. 21-2017 amending the Annex H of the 2016 R-IRR of RA 9184, the following shall be submitted:

For procurement of goods:

1. PhilGEPS Certificate of Plantinum Membership
Note: If unavailable, submit the following:
 - a. PhilGEPS Registration Number
 - b. Mayor's Permit or BIR Certificate of Registration

2. Income/Business Tax Return

Note: Applicable only for ABCs above Php500,000.00

3. Omnibus Sworn Statement

Note: Applicable only for ABCs above Php50,000.00 and must be submitted upon post-qualification

For procurement of infrastructure:

1. The requirements for goods.
2. Valid PCAB License.

For procurement of consulting services:

1. The requirements for goods.
2. Valid PRC License or Curriculum Vitae.

NOTE: For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid.
2. For all kinds of procurement, the bidder who passed the bid evaluation shall submit a duly notarized omnibus sworn statement, unless otherwise provided.
3. All transactions are subject to creditable withholding tax; and final Value Added Tax (VAT) or percentage tax per revenue regulation/s of the Bureau of Internal Revenue (BIR).
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery.
5. The Advanced Science and Technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.



CHECKLIST OF DOCUMENTARY REQUIREMENTS

Negotiated Procurement: Small Value Procurement

Above PhP50,000.00 | PhP50,000.00 and Below

Rule: For approved Budget for the Contract amounting to PhP1,000,000.00 and below

PURCHASE ORDER NO. _____ SUPPLIER: _____		REMARKS	CERTIFIED CORRECT BY PERSON IN CHARGE	DATE
A.	Annual Procurement Plan	/	J GRV	08/31
B.	Purchase Request	6461		
C.	Request for Quotation (RFQ) / Request for Proposal (RFP)			
	1. DOST-ASTI Website (if applicable)			
	2. PhilGEPS Website (if applicable)			
	3. Conspicuous Place in the Premises of Procuring Entity (if applicable)			
D.	Accomplished RFQ / RFP Form sent to atleast three (3) suppliers / contractors / consultants			
E.	Quotations / Proposals			
F.	Eligibility Requirements			
	1. Bureau of Internal Revenue Certificate of Registration or Mayor's / Business Permit			
	2. PhilGEPS Registration Number or Platinum Certificate of Registration			
	3. Income / Business Tax Return (if applicable)			
	4. Philippine Contractors Accreditation Board License (for Infrastructure)			
	5. Professional Regulation Commission License or Curriculum Vitae (for Consulting Services)			
	6. Omnibus Sworn Statement			
G.	Abstract of Bids			
H.	Bids and Awards Committee Resolution (if applicable)			
I.	Notice of Award (if applicable)			
J.	Purchase Order / Work Order			
K.	Notice to Proceed (Issued)			
L.	Obligation Request			
M.	Billing Statement / Statement of Account / Sales Invoice			
N.	Delivery Receipt			
O.	Extension of Delivery/ Performance Time (Recommended by End-user, approved by the Head of Procuring Entity)			
P.	Certificate of Completed Output			
Q.	Documentary Requirements from Property Unit			
	1. Inspection and Acceptance Report (if applicable)			
	2. Inventory Custodian Slip (if applicable)			
	3. Acknowledgment Receipt for Equipment			

FOR PAYMENT

*Section 54.2.1, Rule XVI, 2016 Revised IRR of R.A 9184
 **Annex H, Revised IRR of R.A 9184

Certified Complete by:

CHERALINE A. BORJA
 Signature Over Printed Name