



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: | Dec-10-2018, 2:00 PM | | |
| RFQ No.: | 18-11-2260 | Date: | December-05-2018 |
| PR No.: | GAA-18-11-6891 | Date: | November-12-2018 |

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 Mangahas
PEDRITO B. MANGAHAS
Chairperson, BAC-1

| NO. | TECHNICAL SPECIFICATIONS | QTY | UNIT | UNIT PRICE(Php) | TOTAL PRICE(Php) |
|-----|---|-----|------|-----------------|------------------|
| 1 | <p>Preventive Maintenance (PM) of Two (2) DOST-ASTI Generator Sets</p> <p>1.0 Responsibilities for Preventive Maintenance (PM) of Two (2) DOST-ASTI Generator Sets for FG Wilson and Perkins</p> <p>1.1 Conduct the Quarterly Preventive Maintenance, check-up and related repairs according to schedules to ensure reliable operation of the enrolled Generating Sets during the period coverage.</p> <p>1.2 Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.</p> <p>1.3 Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. labor at supplies cost. Materials charged to ASTI.</p> <p>1.4 Supplier provides cost during the scheduled maintenance check-up, transport of tools and materials, leaning agents, rags, scrubs, technical references, reports forms and communication equipment.</p> <p>1.5 Submits service report checklist to the customer or site representative upon completion of work before leaving the site.</p> <p>1.6 In case of repair the supplier will submit quotation of materials and spare parts needed for approval by</p> | 1 | lot | 330000.00 | 330,000.00 |

customer prior to repair. applicable only if the unit is no longer under warranty.

1.7 Dispatched the technicians upon request for service assistance within 24 hours from receipt of complaint.

2.0 Scope of Work

2.1 Cooling System

2.1.1 Check radiator water level

2.1.2 Check water leaks (if any)

2.1.3 Check all radiator hoses

2.2 Fuel System

2.2.1 Check fuel level

2.2.2 Check fuel filters

2.3 Air induction & Exhaust System

2.3.1 Check air cleaner

2.3.2 Check exhaust pipe

2.4 Lubrication System

2.4.1 Check oil level

2.4.2 Check oil leaks (if any)

2.5 Starting System

2.5.1 Check battery cables and connections

2.5.2 Check battery fluid and terminals

2.5.3 Check fan belts

2.5.4 Check alternator belts

2.6 Control Panel

2.6.1 Check PBC and Module

2.6.2 Check all Fuses

2.6.3 Check all electrical connections

2.6.4 Check meters and gauges

2.7 Sanitation

2.7.1 Check cleanliness

2.8 Testing

2.8.1 Without Load

2.8.1.1 Voltage

2.8.1.2 Frequency / RPM

2.8.1.3 Oil pressure

2.8.1.4 Water temperature

2.8.1.5 Running hour meter

2.8.1.6 Battery voltage

2.8.2 Test with Load

2.8.2.1 Voltage

- 2.8.2.2 Frequency / RPM
- 2.8.2.3 Current
- 2.8.2.4 Oil Pressure
- 2.8.2.5 Water temperature
- 2.8.2.6 Test AVR & Exciter

2.8.3 Megger Test

2.8.3.1 Insulation

Note:

A. Schedule of PM:

- March 15, 2019 (1st Quarter)
- June 14, 2019 (2nd Quarter)
- September 13, 2019 (3rd Quarter)
- November 15, 2019 (4th Quarter)

B. Inclusive of taxes and other charges

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 330,000.00

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.