



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.:	18-12-2271	Date:	December-05-2018
PR No.:	GAA-18-11-6870	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 B. MANGAHAS
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Quarterly Preventive Maintenance of DOST-ASTI Air conditioning Units (All Divisions, Conference/Training Rooms and PMDC)</p> <p>A. QUARTERLY PREVENTIVE MAINTENANCE MUST INCLUDE, BUT NOT LIMITED TO:</p> <ol style="list-style-type: none"> 1. Perform general cleaning of condenser and evaporator. 2. Cleaning of blower wheel and fan blade. 3. Cleaning of cabinet and face cover. 4. Conduct thorough inspection of electrical wiring /connections and mechanical controls. 5. Check indoor and outdoor cabinet for rust and repair by removing rust and applying anti rust and paint, if required. 6. Conduct flushing of drain pipe for split and package type air-con. Ensure drainpipes are not clogged. 7. Conduct cleaning of drain pan. 8. Submit status report of all the activities done. <p>B. OTHER SERVICES</p> <ol style="list-style-type: none"> 1. Emergency "Call-In" Provisions. 2. Free Check-up, trouble shooting and minor repair. 3. Should respond within 24 hours upon receipt of call. 4. Cost of replacement of parts is excluded. 5. Prepare and submit clear and detailed service report including the findings and recommendations for evaluation. <p>C. NOTES</p>	1	lot	300000.00	300,000.00

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• Fax No.: +632 925-8598

1. Inclusive of taxes and other charges.
2. Number of Air-conditioning units per division / Room:

FAD

- Koppel - Floor Mounted
- Alenaire - Floor Mounted

COA

- Alenaire - Ceiling Mounted

KMD

- Kolin - Ceiling Mounted
- Koppel - Ceiling mounted

Conference Room

- Fujiaire - Floor mounted

Training Room

- Alenaire - Ceiling mounted
- Alenaire - Ceiling mounted

Jaica Office

- Carrier - Floor Mounted

RDD Conference Room 2

- Koppel Ceiling Mounted

DATOS (RDD)

- Carrier - Window Type
- Kolin - Window Type

RDD Division Head Room

- Kolin - Floor Mounted

RDD Staff Room

- Kolin - Floor Mounted
- Carrier Floor mounted

RDD NOC / Staff Room

- LG - Floor mounted
- LG - Floor mounted

OD

- Koppel - Floor Mounted
- Carrier - Floor mounted
- Alenaire - Ceiling Mounted
- Alenaire - Ceiling Mounted

SSED

- Koppel - Ceiling Mounted
- Koppel - Floor mounted
- Kolin - Floor Mounted
- Kolin - Floor Mounted
- Kolin - Floor Mounted
- Kolin - Ceiling Mounted

GRS

- Samsung - Ceiling Mounted
- Samsung - Ceiling Mounted
- Samsung - Ceiling Mounted

- Samsung - Ceiling Mounted

PMDC (back of ASTI)

- Thermoblast - Floor Mounted

- Thermoblast - Floor Mounted

- LG - Ceiling Mounted

- LG - Ceiling Mounted

- LG - Ceiling Mounted

CSD

- Alenaire - Floor Mounted

- Fujiaire - Floor Mounted

- Kopel - Floor Mounted

- Kolin - Floor Mounted

- Koppel - Floor Mounted

- Kolin - Floor Mounted

- Koppel - Floor Mounted

- Carrier - Floor Mounted

- Kolin - Floor Mounted

- Kolin - Floor Mounted

3. Schedule of PM is on:

a. March 2 and 9, 2019

b. June 1 and 8, 2019

c. September 7 and 14, 2019

d. November 9 and 16, 2019

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 300,000.00

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.