



Republic of the Philippines  
Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



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


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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement:Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Feb-26-2019, 2:00 PM		
<b>RFQ No.:</b>	18-12-2270	<b>Date:</b>	February-20-2019
<b>PR No.:</b>	GAA-18-11-6874	<b>Date:</b>	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](mailto: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><b>Preventive Maintenance of DOST-ASTI Toyota Innova - One (1) unit</b></p> <ul style="list-style-type: none"> <li>- Preventive Maintenance of Toyota Innova with plate # SJX-794</li> <li>- Preventive Maintenance for 130,000 km.</li> </ul> <p>Scope of Work:</p> <ul style="list-style-type: none"> <li>- Tune-up</li> <li>- Change Oil</li> <li>- Check and replace the air filters, fuel filters</li> <li>- Replace element fuel filters</li> <li>- Replace element sub-assembly air filter</li> <li>- Diesel flushing.</li> <li>- Check brake, brake fluid and transmission fluid</li> <li>- Check battery and coolant</li> <li>- Change Oil, oil filter and chassis lubrication</li> <li>- Tire rotation, wheel balancing, and wheel alignment</li> <li>- Air conditioning performance check and freon refill.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>A. includes all cleaning materials</li> <li>B. Inclusive of taxes and other charges.</li> <li>C. Must be an Authorized Service Center of Toyota within Quezon City.</li> </ul>	1	lot	60000.00	60,000.00

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 60,000.00**

**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.