



ASTI-FM 03-10
REV 3/13 January 2020

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

| | |
|-------------------------------------------------------------------------------------|-------------------------------|
| Kind of Procurement Activity: Negotiated Procurement:Small-value Procurement | |
| Deadline of Submission of Bids: Feb-07-2020, 2:00 PM | |
| RFQ No.: 20-01-3052 | Date: February-03-2020 |
| PR No.: GAA-20-01-9535 | Date: January-24-2020 |

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the item/s listed below. As such, suppliers, contractors, or distributors are invited to submit their quotation/s duly signed by authorized representative. Prospective bidder/s who will submit a proposal with the single/lowest calculated and responsive quotation shall be selected. Guidelines on the format and eligibility documents are listed at the box below the item/s to be procured.

Quotations may be sent via **a)** electronic mail at bac-sec@asti.dost.gov.ph, **b)** fax message, or **c)** delivering documents to the BAC Secretariat. For further inquiries, you may contact +63 2 249-8500 local 1206/1212 or +63 2 426-7423.

Thank you.

Respectfully,


PEDRITO B. MANGHAS
Chairperson, BAC-1

| NO. | TECHNICAL SPECIFICATIONS | QTY | UNIT | UNIT PRICE(Php) | TOTAL PRICE(Php) |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|-----------------|------------------|
| 1 | <p>Quarterly Preventive Maintenance of DOST-ASTI Airconditioning Units</p> <p>A. Quarterly Preventive Maintenance must include, but not limited to:</p> <ol style="list-style-type: none"> General cleaning of all air-conditioning units including all internal components; Shutting off the unit; Removal of air filters for cleaning and recommendation for replacement, if necessary; Inspection and cleaning of the following parts: <ul style="list-style-type: none"> - Coiling coils (using power spray) - Fan Blades - Condenser coil (with pressure washer) - Drain line (by flushing) - Blower assembly - All other internal components of the units Greasing of motor bearing and other moving parts requiring lubrication; Technical audit of equipment condition including freon charging and actual electrical reading operation of the units; Drying of internal components using compressed air; General service and inspection of all the components of the air-conditioning system; Assembly and start-up; Check-up and repair of undesirable noise and | 1 | lot | 300000.00 | 300,000.00 |

vibration of the unit;

11. Observation of the compressor performance and recommendation of repair / replacement, if necessary;
12. Check-up of all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade, and recommendation of repair / replacement of parts, if necessary;
13. Inspection of all components of the system including electrical control and implementation of required adjustment/s, recommendation of repair / replacement of parts as may be necessary;
14. Check-up of all refrigerant line in the air-conditioning system and replenishment of the same, if necessary;
15. Check-up and repair of equipment corrosion, de rust, which include preparation with primer and repainting of affected parts;
16. Recommendation on the repair and replacement of unit and parts that should be undertaken and submission of complete item specifications and price quotation that may be used as reference (cost of labor and materials) within two (2) days upon the detection of defects for the internal parts; and
17. Cleaning of working area and cleaning of site.
18. The Preventive Maintenance Service Provider must at least have a Mechanical Engineer in the roster of personnel.
19. Submission of Quarterly Report to Property & Supply Section.

B. OTHER SERVICES

1. Emergency "Call-In" Provisions;
2. Free Check-up, troubleshooting 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.

C. NOTES

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

Total Number of Air-conditioning units: 51

FAD

- Koppel – Floor Mounted - 00-18-250-001-0021-00081

KMD

- Kolin – Ceiling Mounted - 3.3.74

- Koppel – Ceiling Mounted-
00-18-250-001-0021-00082

ASTI Conference Room

- Fujiaire – Floor Mounted - 3.3.65

Training Room

- Alenaire – Ceiling Mounted - 3.3.22
- Aenaire – Ceiling Mounted - 3.3.23

JAICA Office

- Carrier – Floor Mounted - 3.3.59

RDD Conference Room 2

- Koppel – Ceiling Mounted -
00-18-250-001-0021-00084

DATOS (RDD)

- Carrier – Window Type - ICS-2120
- Kolin – Window Type - 3.3.63

RDD Division Head Room

- Kolin – Floor Mounted - IRL-033

RDD Staff Room

- Kolin – Floor Mounted - IRL-034
- Carrier – Floor Mounted - 3.3.69

RDD NOC / Staff Room

- LG – Floor Mounted - GB-004
- LG – Floor Mounted - OSL-126

OD

- Koppel – Floor Mounted - 00-18-250-001-0021-00080
- Carrier – Floor Mounted - 3.3.62
- Alenaire – Ceiling Mounted - 3.3.51
- Alenaire – Ceiling Mounted - 3.3.38

SSED

- Koppel – Ceiling Mounted -
00-18-250-001-0021-00083
- Koppel – Floor Mounted - 00-18-250-001-0021-00090
- Kolin – Floor Mounted - OSL-201
- Kolin – Floor Mounted - OSL-203
- Kolin – Floor Mounted - OSL-202
- Kolin – Ceiling Mounted - OSL-204

GRS

- Samsung – Ceiling Mounted - 3.3.80
- Samsung – Ceiling Mounted - 3.3.79
- Samsung – Ceiling Mounted - 3.3.78
- Samsung – Ceiling Mounted - 3.3.77

PMDC (back of ASTI)

- Thermoblast – Floor Mounted - 7.1.186
- Thermoblast – Floor Mounted - 7.1.186
- LG – Ceiling Mounted - 7.1.186
- LG – Ceiling Mounted - 7.1.186
- LG – Ceiling Mounted - 7.1.186
- Panasonic – Wall Mounted -
00-19-250-001-0021-00034
- Koppel – Floor Mounted - 00-19-250-001-0021-00035

CSD

- Alenaire – Floor Mounted - 3.3.30
- Fujiaire – Floor Mounted - 3.3.67
- Koppel – Floor Mounted - SEI-094
- Kolin – Floor Mounted - 3.3.76

- Koppel – Floor Mounted - 3.3.64
- Kolin – Floor Mounted - E-DOST-INFOSYS-044
- Koppel – Floor Mounted - 3.3.75
- Carrier – Floor Mounted - 3.3.20
- Kolin – Floor Mounted (NOC) - 00-18-250-001-0021-00086
- Kolin – Floor Mounted (NOC) - 00-18-250-001-0021-00085
- Kolin – Floor Mounted (NOC) - 07-19-605-020-00003
- Kolin – Floor Mounted (NOC) - 07-19-605-020-00004
- Gree – Floor Mounted - 00-19-605-020-00001

Renovated Pantry Area (Property & COA)

- Koppel – Ceiling Mounted (Property) - 07-19-605-020-00001
- Koppel – Ceiling Mounted (COA) - 07-19-605-020-00002

3. Schedule of PM is on:

- a. 1st Quarter – Within 5 working days after issuance of NTP
- b. 2nd Quarter – May 30, 2020
- c. 3rd Quarter – August 29, 2020
- d. 4th Quarter – November 8, 2020

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 300,000.00

GUIDELINES

A. Submission of Quotations

1. Quotation/s shall include the Request for Quotation and/or the Purchase Request Number as state above;
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation/s; and
3. Quotation/s must be signed by the company's duly authorized representative.

B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, as amended by Government Procurement Policy Board Resolution No. 21-2017 dated 30 May 2017, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

For Procurement of Goods

1. Upon submission of quotation

- ✓ PhilGEPS Platinum Membership Certificate including Annex "A". If not available, the following alternate documents may be submitted:
 - PhilGEPS Registration Number
 - Mayor's Permit
 - For individuals/professionals engaged under Section 53.6, 53.7 and 53.9 of the 2016 IRR of RA No. 9184, only the Bureau of Internal Revenue (BIR) Certificate of Registration shall be submitted in lieu of the Mayor's Permit.

2. Upon issuance of Notice of Award (NOA)

- ✓ Omnibus Sworn Statement
 - Applicable only for bidders who have submitted their quotation on item/s with a total Approved Budget for the Contract (ABC) of above Php50,000.00.

- ✓ Income/Business Tax Return
 - Applicable only for: **a)** bidders who have submitted their quotation on item/s with a total ABC of above Php500,000.00; and **b)** bidders for Lease of Real Property and Venue (except for government agencies as lessors).

For Procurement of Infrastructure

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Philippine Contractors Accreditation Board License.

For Procurement of Consulting Services

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Professional Regulation Commission 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 upon issuance of NOA, unless otherwise provided;
3. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the 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; and
5. The DOST-ASTI 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.