



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

**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-19-2021, 2:00 PM		
<b>RFQ No.:</b>	21-02-3334	<b>Date:</b>	February-15-2021
<b>PR No.:</b>	GAA-20-12-10768	<b>Date:</b>	December-28-2020

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,

**REYNALDO JOSEPH A. CALLAO JR.**  
*BAC Chairman*

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>Monthly Preventive Maintenance for Generator Sets, including its peripherals</b></p> <p>I. LOCATION</p> <p>1.1 ASTI Building and grounds located at C.P. Garcia Ave., UP Diliman, Quezon City, 1101.</p> <p>II. CONTRACT PERIOD</p> <p>The contract period is for February to December 2021.</p> <p>III. QUALIFICATION OF SERVICE PROVIDER</p> <p>The SERVICE PROVIDER must have the required experience and expertise to carry out the pest control services. The following must be submitted as part of the post-qualification:</p> <p>1. Must be in business of generator maintenance services for the past three (3) years (SEC/DTI Registration, Business Permit) and a distributor of the brand of generator gets installed in ASTI;</p> <p>2. Certified technician/s with at least three (3) years</p>	1	lot	229166.63	229,166.63

working experience in preventive maintenance of generator to be assigned in ASTI;

3. Must have attended relevant training within the last three (3) years, as evidenced by Training Certificates of technicians who will be assigned to ASTI (submit certification of the generator technician);

4. Proven track record in rendering satisfactory provision of generator maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous client, other than DOST-ASTI);

#### IV. SCOPE OF WORK

##### 1. GENERAL PREVENTIVE MAINTENANCE

###### 1.1 Cooling System

1.1.1 Check radiator level

1.1.2 Check water leaks, if any

1.1.3 Check all radiator hoses

###### 1.2 Fuel System

1.2.1 Check fuel level

1.2.2 Check fuel filters

###### 1.3 Air Induction and Exhaust System

1.3.1 Check Air Cleaner

1.3.2 Check Exhaust Pipe

###### 1.4 Lubrication System

1.4.1 Check Oil Level

1.4.2 Check Oil Leaks, if any

###### 1.5 Starting System

1.5.1 Check battery cables and connections

1.5.2 Check battery fluid and terminals

1.5.3 Check fan belts

1.5.4 Check alternator belts

###### 1.6 Control Panel

1.6.1 Check PBC and Module

1.6.2 Check all fuses

1.6.3 Check all electrical connections

###### 1.7 Testing

1.7.1 Testing without load

1.7.1.1 Voltage

1.7.1.2 Frequency / RPM

1.7.1.3 Oil Pressure

1.7.1.4 Water Temperature

1.7.1.5 Running Hour Meter

1.7.1.6 Battery Voltage

## 1.7.2 Testing with load

### 1.7.2.1 Voltage

### 1.7.2.2 Frequency / RPM

### 1.7.2.3 Current

### 1.7.2.4 Oil Pressure

### 1.7.2.5 Water Temperature

### 1.7.2.6 Test AVR and Exciter

## 1.8 Megger Test

### 1.8.1 Insulation

## 1.9 Battery

1.9.1 Check battery water level and refill water, if necessary.

1.9.2 Check Battery DC output voltage and charging rate.

1.9.3 Replace battery, if necessary.

### 1.10 Sanitation

#### 1.10.1 Check Cleanliness

## 2. Automatic Transfer Switch (ATS)

2.1 Check ATS indicator lamps and breaker

2.2 Checking of temperature on busbar and terminal connection using thermal scanner.

## 3. Preventive Maintenance for Synchro-Panel

### 3.1 Preventive Maintenance and Check-up

## 4. Change Oil, Coolant and Filters

4.1 Replace radiator liquid with coolant additive

4.2 Replace coolant/water filters

4.3 Replace fuel filters

4.4 Replace oil/lube filters

4.5 Change engine oil

4.6 Disposal of all waste fluids (if applicable)

## V. OBLIGATIONS OF THE SERVICE PROVIDER

1. Conduct the monthly preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Generator Sets during the period coverage. Supplies/materials needed for replacement of engine oil, coolant and filters shall be provided by the supplier (breakdown and materials cost shall be part of the quotation)

2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.

3. Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to ASTI.

4. Submits Service Report to the customer or site representative upon completion of work, before leaving the site. Detailed Incident Report may also be requested for further information needed.
5. In case of major repair, the supplier will submit quotation of materials and spare parts needed, including scope of work to be done (applicable only if the unit is no longer under warranty).
6. Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.
7. Designate a head office-based personnel who will be responsible in managing and providing administrative support services. 24/7 support thru phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities. Response time is within 4 hours from receipt of call.

#### VI. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance shall be as follows:

ACTIVITY	FREQUENCY	SCHEDULE
General Preventive Maintenance of the Month	Monthly	Every 3rd Friday
Preventive Maintenance of ATS and Synchro Panel	Yearly	3rd Friday of July
Change Oil, Coolant and Filters	Yearly	3rd Friday of August

#### VII. DUTIES AND RESPONSIBILITIES OF THE ASTI

The ASTI, through Property and Supply Section, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the Contract.

During each scheduled preventive maintenance, an authorized representative of ASTI shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment are secured.

#### VIII. PAYMENT SCHEDULE

Payment to the Service Provider shall be made on a monthly basis upon acceptance of ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary

requirements.

Services not performed due to unavailability of the equipment and/or as found deemed unnecessary to protect the generator set and its peripherals shall not be included in the billing statement.

**IX. LIQUIDATED DAMAGES**

Non-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages of the Contract Price by the winning Service Provider. ASTI reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.

**X. DISPUTE RESOLUTION**

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 229,166.63**

**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.