



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-22-2021, 2:00 PM		
RFQ No.:	21-02-3342	Date:	February-15-2021
PR No.:	GAA-21-02-10854	Date:	February-01-2021

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>Quarterly Preventive Maintenance for Air-Conditioning Units</p> <p>1.0 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"> 1. General cleaning of all air-conditioning units including all internal components; 2. Shutting off the unit; 3. Removal of air filters for cleaning and recommendation for replacement, if necessary; 4. 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 5. Greasing of motor bearing and other moving parts requiring lubrication; 6. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units; 7. Drying of internal components using compressed air; 8. General service and inspection of all the components of the air-conditioning system; 	1	lot	300000.00	300,000.00

9. Assembly and start-up;
10. Check-up and repair of undesirable noise and 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, derust, 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. Detailed report may be requested for further explanation of any findings during preventive maintenance.

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.
6. In case of delivery of new air conditioning units, DOST-ASTI shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

C. NOTES

1. Inclusive of taxes and other charges.
2. Number of Air-conditioning units per division/room:
TOTAL NUMBER OF AIR-CONDITIONING UNITS :
50 (See Attached list of aircons)
3. Schedule of PM is on:
 - a. 1st Quarter - Within 10 calendar days after issuance of NTP
 - b. 2nd Quarter - May 31, 2021
 - c. 3rd Quarter - August 31, 2021
 - d. 4th Quarter - November 8, 2021

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.

TERMS OF REFERENCE

QUARTERLY PREVENTIVE MAINTENANCE OF ASTI AIR-CONDITIONING UNITS

I. OBJECTIVE

The DOST-Advanced Science and Technology Institute intends to engage the services of Bidder/Contractor duly authorized and with the necessary expertise, experience and capacity to maintain and/or recommend replacement of parts accessories of various brands of Air-Conditioning Units.

II. PROJECT COVERAGE

The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units of DOST-ASTI.

III. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC for the project is Three Hundred Thousand Pesos (₱300,000.00), inclusive of all applicable government taxes and services charges.

IV. SCOPE OF WORK

A. Quarterly Preventive Maintenance must include, but not limited to:

1. General cleaning of all air-conditioning units including all internal components;
2. Shutting off the unit;
3. Removal of air filters for cleaning and recommendation for replacement, if necessary;
4. Inspection and cleaning of the following parts:
 - 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
5. Greasing of motor bearing and other moving parts requiring lubrication;
6. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units;
7. Drying of internal components using compressed air;
8. General service and inspection of all the components of the air-conditioning system;
9. Assembly and start-up;
10. Check-up and repair of undesirable noise and 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, derust, 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. Detailed report may be requested for further explanation of any findings during preventive maintenance.

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.
6. In case of delivery of new air conditioning units, DOST-ASTI shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

C. Notes

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

AIRCON TYPE/BRAND	CAPACITY	PROPERTY NUMBER
<u>FAD</u>	-	-
Koppel - Floor Mounted	5.0 TR	00-18-250-001-0021-00081
<u>KMD</u>	-	-
Kolin - Ceiling Mounted		3.3.74
Koppel - Ceiling Mounted	5.0 TR	00-18-250-001-0021-00082
<u>ASTI CONFERENCE ROOM</u>	-	-
Fujiaire - Floor Mounted	5.0 TR	3.3.65
<u>TRAINING ROOM</u>	-	-
Alenaire - Floor Mounted	3.0 TR	3.3.22

Alenaire - Floor Mounted	3.0 TR	3.3.23
<u>JICA OFFICE</u>	-	-
Carrier - Floor Mounted	3.0 TR	3.3.59
<u>RDD Conference Room 2</u>	-	-
Koppel Ceiling Mounted	2.0 TR	00-18-250-001-0021-00084
<u>DATOS (RDD)</u>	-	-
Carrier - Window Type		ICS-2120
Kolin - Window Type	2.5 HP	3.3.63
<u>RDD Division Head Room</u>	-	-
Kolin - Floor Mounted	3.0 TR	IRL-033
<u>RDD STAFF ROOM</u>	-	-
Kolin - Floor Mounted	3.0 TR	IRL-034
Alenaire - Ceiling Mounted	1.5 TR	3.3.32
<u>RDD Conference Room 1</u>		
Carrier - Floor Mounted	3.0 TR	3.3.69
<u>RDD NOC / STAFF ROOM</u>	-	-
LG - Floor Mounted	3.0 TR	GB-004
LG - Floor Mounted	3.0 TR	OSL-126
<u>OD</u>	-	-
Koppel - Floor Mounted	5.0 TR	00-18-250-001-0021-00080
Carrier - Floor Mounted	3.0 TR	3.3.62
Alenaire -Ceiling Mounted	1.5 TR	3.3.38
<u>SSED</u>	-	-
Koppel - Ceiling Mounted	2.0 TR	00-18-250-001-0021-00083
Koppel - Floor Mounted	5.0 TR	00-18-250-001-0021-00090
Kolin - Floor Mounted	5.0 TR	OSL-201
Kolin - Floor Mounted	5.0 TR	OSL-203
Kolin - Floor Mounted	5.0 TR	OSL-202
Kolin - Ceiling Mounted	5.0 TR	OSL-204
<u>GRS</u>	-	-
Samsung - Wall Mounted	2.0 HP	3.3.80
Samsung - Wall Mounted	2.0 HP	3.3.79
Samsung - Wall Mounted	2.5 HP	3.3.78
Samsung - Wall Mounted	2.5 HP	3.3.77

<u>PMDC (back of ASTI)</u>	-	-
Thermoblast - Floor Mounted		7.3.186 / Under PMDC 1Lot
Thermoblast - Floor Mounted		7.3.186 / Under PMDC 1Lot
LG - Wall Mounted		7.3.186 / Under PMDC 1Lot
LG - Wall Mounted		7.3.186 / Under PMDC 1Lot
LG - Wall Mounted		7.3.186 / Under PMDC 1Lot
Panasonic - Wall Mounted	4.0 HP	00-19-250-001-0021-00034
Koppel - Floor Mounted	5.0 TR	00-19-250-001-0021-00035
<u>CSD</u>	-	-
Alenaire - Floor Mounted	3.0 TR	3.3.30
Koppel - Floor Mounted	3.0 TR	3.3.64
Kolin - Floor Mounted	3.0 TR	E-DOST-INFOSYS-044
Koppel - Ceiling Mounted, 5TR	5.0 TR	3.3.75
Carrier - Floor Mounted	3.0 TR	3.3.20
Kolin - Floor Mounted (NOC)	5.0 TR	00-18-250-001-0021-00086
Kolin - Floor Mounted (NOC)	5.0 TR	00-18-250-001-0021-00085
Kolin - Floor Mounted (NOC)	5.0 TR	07-19-605-020-00003
Kolin - Floor Mounted (NOC)	5.0 TR	07-19-605-020-00004
Gree - Floor Mounted, 5TR	5.0 TR	00-19-605-020-00001
Carrier - Floor Mounted	3.0 TR	3.3.60
Alenaire - Floor Mounted	3.0 TR	3.3.24
<u>COA</u>	-	
Koppel - Wall Mounted	2.0 TR	07-19-605-020-00002
<u>Property and Supply Section</u>	-	
Koppel - Wall Mounted	2.0 TR	07-19-605-020-00001

V. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance shall be as follows:

- a) 1st Quarter – within 10 calendar days after issuance of NTP
- b) 2nd Quarter – May 31, 2021
- c) 3rd Quarter – August 31, 2021
- d) 4th Quarter – November 8, 2021

VI. OBLIGATIONS OF THE SERVICE PROVIDER

1. Conduct the quarterly preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Air-conditioning units during the period coverage. Quotation must include the supplies/materials needed for replacement (breakdown of materials cost shall also be provided).
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.

VII. DUTIES AND RESPONSIBILITIES OF 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 quarterly basis upon acceptance of ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

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.