



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:	May-12-2021, 2:00 PM		
RFQ No.:	21-05-3385	Date:	May-06-2021
PR No.:	GAA-21-02-10892	Date:	April-28-2021

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>Vehicle Rental for RuralSync Project: for Survey, Deployment and Retrieval</p> <p>1. Tentative Number of Days: Minimum one (1) day per destination</p> <p>2. Tentative Locations: any point in Region IV-A • Rizal, Cavite, Laguna, Batangas, Quezon</p> <p>3. Tentative Schedule: From April to November 2021 (Schedule maybe extended, subject to approval)</p> <p>4. Type of Vehicle: Air-conditioned van or 4x4 vehicle (closed or pick up type), which can accommodate at least five (5) passengers and can accommodate equipment for testing (possibility that some chairs will be removed, if needed)</p> <p>5. Quantity: One (1) or two (2) vehicles per trip, one (1) for staff use and one (1) for equipment transport, if needed</p> <p>6. The rented vehicle should stop at each pre-determined location along the scheduled route.</p> <p>7. Detailed routes shall be provided by the end-user.</p> <p>8. Supplier is required to submit QUOTATION BREAKDOWN, which must indicate the rental rate per day per province per vehicle type (regular van or 4x4, pick up type). Charges in the final billing must be the same in the amount (per location, per province, per vehicle) specified in the quotation. Should the rate be</p>	1	lot	60000.00	60,000.00

lower than the amount in the quotation, supplier must provide details regarding adjustment in billing.

9. Inclusive of the following:

- a. Driver's fee
- b. Driver's meals
- c. Driver's accommodation
- d. Driver's overtime pay
- e. Gasoline expenses
- f. Toll fees
- g. Fee for vehicle transportation, as needed
- h. Other miscellaneous expenses that may arise during the travel
- i. VAT, other taxes and charges

10. Note:

- a. Schedule of trips shall be confirmed by the end-user, through the Procurement Management Section at least five (5) days before the actual travel.
- b. All travels are dependent on the implementation of local community quarantines due to the COVID-19 pandemic; thus, the end-user shall give prior notice in case of possible cancellation two (2) days after any announcement of lockdown in affected areas.
- c. There is a possibility that travels to provinces will be conducted simultaneously.
- d. Payment shall be processed upon submission of billing per trip completion.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 60,000.00

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.