



**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>	Nov-26-2021, 2:00 PM		
<b>RFQ No.:</b>	21-11-3689	<b>Date:</b>	November-22-2021
<b>PR No.:</b>	REIINN-21-10-12401	<b>Date:</b>	October-08-2021

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,

**GERWIN P. GUBA**  
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>Vehicle Rental for REIINN Project Deployment Activities- Region 3</b></p> <p>1. The supplier must provide vehicle rental services for the project.</p> <p>2. The following are the inclusions for the vehicle rental services:</p> <p>2.1. Duration: Maximum of five (5) days per trip</p> <p>2.2. Maximum rate: Php7,000/trip/day + RT-PCR test fees Php2,000/trip</p> <p>2.3. Inclusive dates: November 2021 to April 2022 (see attached file for the target [tentative] dates of travel)</p> <p>2.4. Service Schedule: maximum of 12 hours per day (point to point-single or multiple destination)</p> <p>2.5. Numbers of hours shall be computed from the requested reporting time until vehicle is released by DOST-ASTI.</p> <p>2.6. For purposes of calculating service schedule,</p>	1	lot	214000.00	214,000.00

the following shall be followed:

2.6.1. Less than 6 hours trip (origin to destination)= 50% of the rate per day of the farthest

destination

shall be paid to the supplier

2.6.2. 6-12 hours= 100% of the rate

per day

of the farthest destination (for

multiple

trips) shall be paid to the

supplier

2.6.3. In case of excess beyond the

service

schedule for any particular day, supplier agrees to lessen

service hours

if the remaining rental days to compensate for the excess

hours

upon consultation with and

approval by

DOST-ASTI to avoid incurring

excess

charges.

2.7. Final and detailed duration & routes shall

be

provided by the end-user.

3. The destinations and specifications for the deployment are herein as follows:

3.1. Destination: Region III: Bulacan

3.2. Vehicle Type: 4x4 van with dual airconditioning

and seating capacity of at least 7

passengers.

3.3. Vehicle Type: 4x4 pick up type with airconditioning

and can carry atleast 3 passengers. Can accommodate equipment for testing (possibility that some chairs will be removed, if needed)

3.4. Vehicle model preferably not more than Five (5)

years old.

3.5. All passenger seats with headrest

#### 4. Terms and Conditions

4.1. The driver should have a valid and current Professional

Driver's License.

4.2. The driver must provide a negative RT-PCR test

result 24-hours prior to the deployment activity and must be fully vaccinated.

4.3. Inclusive of Driver's fee, Driver's meals,

Driver's accommodation, Driver's overtime pay,

Gasoline expenses, Toll fees, Fee for vehicle

	<p>transportation (as needed), Travel permits required by LGUs, including medical certificates (if any), VAT and other taxes and charges.</p> <p>4.4. In case of vehicle breakdown or malfunction, External Provider shall provide a replacement vehicle within Two (2) hours upon notification by DOST-ASTI.</p> <p>4.5. External Provider is responsible for vehicle safety, mechanical safety, and any related insurance requirements.</p> <p>5. Notes and other requirements:</p> <p>5.1. Supplier is required to submit QUOTATION BREAKDOWN which must indicate the rental rate per day in Bulacan province (any point) per vehicle type (4x4 van or 4x4 pick up type). Charges in the final billing must indicate time of departure/arrival, destinations and vehicle type.</p> <p>5.2. Schedule of trips shall be confirmed by the end-user, through the Procurement Management Section at least Three (3) days before the actual travel.</p> <p>5.3. 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.</p> <p>5.4. In case of delay or failure by the External Provider to deliver and fulfill any requirements as specified in the contract the External Provider agrees that the DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.</p> <p>6. Payment Terms</p> <p>6.1. Government terms, no advance payment.</p> <p>6.2. Billing/Invoice must be submitted upon conclusion of travel.</p>				
2	<b>Vehicle Rental for REINN Project Deployment</b>	1	lot	183900.00	183,900.00

**Activities- Region 4-A**

1. The supplier must provide vehicle rental services for the project.
2. The following are the inclusions for the vehicle rental services:
  - 2.1. Duration: Maximum of five (5) days per trip
  - 2.2. Maximum rate: Php7,300/trip/day + RT-PCR test fees Php2,000/trip
  - 2.3. Inclusive dates: November 2021 to April 2022  
(see attached file for the target [tentative] dates of travel)
  - 2.4. Service Schedule: maximum of 12 hours per day  
(point to point-single or multiple destination)
  - 2.5. Numbers of hours shall be computed from the requested reporting time until vehicle is released by DOST-ASTI.
  - 2.6. For purposes of calculating service schedule, the following shall be followed:
    - 2.6.1. Less than 6 hours trip (origin to destination)= 50% of the rate per day of the farthest destination shall be paid to the supplier
    - 2.6.2. 6-12 hours= 100% of the rate of the farthest destination (for multiple trips) shall be paid to the supplier
    - 2.6.3. In case of excess beyond the schedule for any particular day, supplier agrees to lessen service hours if the remaining rental days to compensate for the excess hours upon consultation with and approval by DOST-ASTI to avoid incurring excess charges.
  - 2.7. Final and detailed duration & routes shall be provided by the end-user.
3. The destinations and specifications for the deployment are herein as follows:
  - 3.1. Destination: Region IV-A: Tanay, Rizal
  - 3.2. Vehicle Type: 4x4 van with dual air-conditioning and seating capacity of at least 7 passengers.

3.3. Vehicle Type: 4x4 pick up type with air-conditioning

and can carry atleast 3 passengers. Can accommodate equipment for testing (possibility that some chairs will be removed, if needed)

3.4. Vehicle model preferably not more than Five (5)

years old.

3.5. All passenger seats with headrest

#### 4. Terms and Conditions

4.1. The driver should have a valid and current Professional

Driver's License.

4.2. The driver must provide a negative RT-PCR test

result 24-hours prior to the deployment activity and must be fully vaccinated.

4.3. Inclusive of Driver's fee, Driver's meals,

Driver's accommodation, Driver's overtime

pay,

Gasoline expenses, Toll fees, Fee for

vehicle

transportation (as needed), Travel permits

required

by LGUs, including medical certificates (if

any),

VAT and other taxes and charges.

4.4. In case of vehicle breakdown or malfunction,

External Provider shall provide a

replacement

vehicle within Two (2) hours upon

notification

by DOST-ASTI.

4.5. External Provider is responsible for vehicle safety,

mechanical safety, and any related

insurance

requirements.

#### 5. Notes and other requirements:

5.1. Supplier is required to submit QUOTATION BREAKDOWN which must indicate the rental rate per day in Bulacan

province (any point) per vehicle type (4x4

van or

4x4 pick up type). Charges in the final

billing

must indicate time of departure/arrival, destinations and vehicle type.

5.2. Schedule of trips shall be confirmed by the end-user, through the Procurement Management Section at least Three (3) days before the actual travel.

5.3. All travels are dependent on the implementation

of local community quarantines due to the COVID-19 pandemic; thus, the end-user

	<p>shall give prior notice in case of possible cancellation two (2) days after any announcement of lockdown in affected areas.</p> <p>5.4. In case of delay or failure by the External Provider to deliver and fulfill any requirements as specified in the contract the External Provider agrees that the DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.</p> <p>6. Payment Terms</p> <p>6.1. Government terms, no advance payment.</p> <p>6.2. Billing/Invoice must be submitted upon conclusion of travel.</p>				
3	<p><b>Vehicle Rental for RuralSync Project: for Survey, Deployment and Retrieval</b></p> <p>1. The supplier must provide vehicle rental services for the project.</p> <p>2. The following are the inclusions for the vehicle rental services:</p> <p>2.1. Duration: Maximum of five (5) days per trip</p> <p>2.2. Maximum rate: Php7,300/trip/day + RT-PCR test fees Php2,000/trip</p> <p>2.3. Inclusive dates: November 2021 to December 2021 (see attached file for the target [tentative] dates of travel)</p> <p>2.4. Service Schedule: maximum of 14 hours per day (point to point-single or multiple destination)</p> <p>2.5. Numbers of hours shall be computed from the requested reporting time until vehicle is released by DOST-ASTI.</p> <p>2.6. For purposes of calculating service schedule, the following shall be followed:</p> <p>2.6.1. Less than 6 hours trip (origin to destination)= 50% of the rate per day of the farthest destination shall be paid to the supplier</p> <p>2.6.2. 6-14 hours= 100% of the rate of the farthest destination (for multiple trips) shall be paid to the supplier</p> <p>2.6.3. In case of excess beyond the</p>	1	lot	57100.00	57,100.00

service schedule for any particular day,  
supplier agrees to lessen  
service hours if the remaining rental days to  
compensate for the excess  
hours upon consultation with and  
approval by DOST-ASTI to avoid incurring  
excess charges.

2.7. Final and detailed duration & routes shall  
be provided by the end-user.

3. The destinations and specifications for the  
deployment are herein as follows:

3.1. Destination: Region IV-A: Brgy. San  
Andres,  
Tanay, Rizal

3.2. Vehicle Type: 4x4 van with dual  
airconditioning  
and seating capacity of at least 7  
passengers.

3.3. Vehicle Type: 4x4 pick up type with  
airconditioning  
and can carry atleast 3 passengers. Can  
accommodate equipment for testing  
(possibility that some chairs will be  
removed, if needed)

3.4. Vehicle model preferably not more than  
Five (5)  
years old.

3.5. All passenger seats with headrest

4. Terms and Conditions

4.1. The driver should have a valid and current  
Professional Driver's License.

4.2. The driver must provide a negative  
RT-PCR test  
result 24-hours prior to the deployment  
activity and must be fully vaccinated.

4.3. Inclusive of Inclusive of Driver's fee,  
Driver's meals,  
Driver's accommodation, Driver's overtime  
pay,  
Gasoline expenses, Toll fees, Fee for  
vehicle transportation (as needed), Travel permits  
required by LGUs, including medical certificates (if  
any),  
VAT and other taxes and charges.

4.4. In case of vehicle breakdown or  
malfunction,  
External Provider shall provide a  
replacement  
vehicle within Two (2) hours upon  
notification  
by DOST-ASTI.

<p>4.5. External Provider is responsible for vehicle safety, mechanical safety, and any related insurance requirements.</p> <p>5. Notes and other requirements:</p> <p>5.1. Supplier is required to submit QUOTATION BREAKDOWN which must indicate the rental rate per day in Bulacan province (any point) per vehicle type (4x4 van or 4x4 pick up type). Charges in the final billing must indicate time of departure/arrival, destinations and vehicle type.</p> <p>5.2. Schedule of trips shall be confirmed by the end-user, through the Procurement Management Section at least Three (3) days before the actual travel.</p> <p>5.3. 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.</p> <p>5.4. In case of delay or failure by the External Provider to deliver and fulfill any requirements as specified in the contract the External Provider agrees that the DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.</p> <p>6. Payment Terms</p> <p>6.1. Government terms, no advance payment.</p> <p>6.2. Billing/Invoice must be submitted upon conclusion of travel.</p>					
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**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 455,000.00**

**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.