



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Apr-29-2022, 2:00 PM		
RFQ No.:	22-04-3812	Date:	April-25-2022
PR No.:	GAA-22-04-13527	Date:	April-08-2022

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the enlisted item/s below. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, except otherwise specified in the requirements. Award may be considered for prospective bidder/s proven to be the single/lowest calculated and responsive quotation among all other quotations. Guidelines on the format of quotations and eligibility documents are listed below. Kindly follow the prescribed GUIDELINES to avoid DISQUALIFICATION.

Quotations may be submitted 1) manually to the BAC Secretariat at G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City or 2) sent via electronic mail at bac-sec@asti.dost.gov.ph. For further information, please contact the BAC Secretariat at +63 2 8249-8500 loc. 1206/1212.

Thank you.

BAYANI BENJAMIN R. LARA

BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Drinking water Supply and Delivery of Purified Drinking Water</p> <p>1. OBJECTIVE The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) seeks to procure purified drinking water to ensure the health and well-being of its personnel considering that an adequate supply of water is a fundamental human need and is essential for hydration.</p> <p>2. LOCATION OF DELIVERY Weekly supply of purified drinking water shall be delivered to the DOST-ASTI with address at DOST-ASTI Bldg., UP Technopark Complex, C.P. Garcia Avenue, UP Campus, Diliman, Quezon City 1101.</p> <p>3. CONTRACT DURATION The contract period shall be until December 2022.</p> <p>4. SCOPE OF SERVICES 4.1. Supply and free delivery of additional purified drinking water. 4.2. Two thousand Five hundred sixty (2560) units of</p>	1	lot	98560.00	98,560.00

- five gallon container with drinking water.
- 4.3. Free use of clean containers.
- 4.4. Weekly delivery of at least twenty-five (25) containers or depending on the needs of DOST-ASTI on its weekly consumption.
- 4.5. Free use of thirteen (13) units of water dispenser with options for dispensing both hot and cold water.
- 4.6. Price inclusive of taxes and other charges.

5. DUTIES AND RESPONSIBILITIES OF THE SUPPLIER

- 5.1. Provide DOST-ASTI with thirteen (13) units of water dispenser with options for dispensing both hot and cold water.
- 5.2. The Supplier shall render maintenance and repair of water dispenser provided to ASTI, including replacement of units and parts without cost to DOST-ASTI.
- 5.3. The Supplier shall ensure weekly delivery of at least twenty-five (25) clean bottles (five-gallon per round containers) of purified drinking water or depending on the needs of DOST-ASTI on its weekly consumption.
- 5.4. The Supplier shall deliver required number of containers per floor.
- 5.5. The Supplier shall submit certified true copies and present original copies of the certification that it has passed the microbiological test from DOH-accredited water testing laboratory and/or shall have a Sanitary Permit/Certificate of Potability.

6. RESPONSIBILITIES OF DOST-ASTI

- 6.1. DOST-ASTI shall grant limited access to the representative/s of the supplier to performs its duties and responsibilities under the contract.
- 6.2. Authorized representative of DOST-ASTI shall accompany the supplier's authorized representative to deliver the required number of containers per floor and/or during maintenance and repair of water dispenser.

7. 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 and inspection report forms and other documentary requirements.

8. LIQUIDATED DAMAGES

None-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) 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.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 98,560.00

GUIDELINES

A. Content and Format of Quotations

1. The Quotation/s must include the RFQ Number or the PR Number indicated above
2. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:
 - a. Computer and electronic equipment and its accessories or peripherals
 - b. Software applications, programs, and digital licenses
 - c. Commercial off-the-shelf electronic devices or components
3. The Quotation/s must indicate the registered business name of the company (or individual), business address and contact number. It must also include the full name and signature of the company's authorized representative.
4. BIR Certificate of Registration for new DOST-ASTI suppliers.

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, 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
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
2. Upon issuance of Notice of Award (NOA)
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

For Procurement of Infrastructure

1. Upon submission of quotation
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
 - c. Valid PCAB License
2. Upon issuance of NOA
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

**Requirements under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the revised IRR of RA No. 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are engaged in business.*

***Requirements under Section 53.10 (Lease of Real Property or Venue) of the revised IRR of RA No. 9184, specifically Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return will not apply to government agencies as lessors.*

****For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.*

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;
2. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
3. Liquidated damages of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 68 of the revised IRR of RA No. 9184; and
4. The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.