



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Apr-26-2022, 2:00 PM		
RFQ No.:	22-04-3809	Date:	April-21-2022
PR No.:	GAA-22-04-13550	Date:	April-11-2022

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>Vehicle Rental for the project's deployment activities</p> <p>1. Objective/Overview</p> <p>1.1. Multiple trips within Metro Manila, Cavite, Taytay, Rizal and Antipolo City, Rizal for the deployment and maintenance activities for the P-POTEKA stations.</p> <p>2. Vehicle Type:</p> <p>2.1. Regular airconditioned van</p> <p>2.2. Can at least fit four (4) personnel and equipment</p> <p>2.3. Must be able to fit 1.6 m x 1.6 m equipment to transport to the site</p> <p>3. Target Destinations and Tentative Schedule of Travel (Subject to change depending on the Inter-Agency Task Force guidelines and availability of site owners):</p> <p>3.1. Tentative Travel Period: May – July 2022</p> <p>3.2. Maximum number of days for the whole travel duration: Seventeen (17) days</p> <p>3.2.1. No. of Days for the Deployment/Maintenance: One (1) day</p> <p>3.2.1.1. Technological University of the</p>	1	lot	129250.00	129,250.00

Philippines (TUP), Taguig City
3.2.1.2. DOST Compound, Taguig City
3.2.2. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.2.1. Rizza Elementary School, Antipolo City,
Rizal
3.2.2.2. Muntindilaw Elementary School,
Antipolo City, Rizal
3.2.2.3. City Mall of Antipolo (CMA), Antipolo
City, Rizal
3.2.3. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.3.1. C3 Building, Mandaluyong City
3.2.4. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.4.1. De La Salle Araneta University
(DLSAU), Malabon City
3.2.4.2. MMDA Catmon, Malabon City
3.2.5. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.5.1. E. Library Technological College,
Pateros
3.2.6. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.6.1. Greenheights Subdivision, Parañaque
City
3.2.7. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.7.1. 3S Center, Brgy. Punturin, Valenzuela
City
3.2.7.2. 3S Center, Brgy. Bagbaguin, Valenzuela
City
3.2.7.3. Valenzuela City Disaster Risk Reduction
and Management Office, Valenzuela City
3.2.8. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.8.1. Brgy. Nagkaisang Nayon, Quezon City
3.2.8.2. Quezon City Science High School
(QCSHS), Quezon City
3.2.9. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.9.1. Centennial Park, Navotas City
3.2.10. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.10.1. MMDA San Andres Pumping Station,
Manila City
3.2.10.2. MMDA Balut Pumping Station, Manila
City
3.2.10.3. Universidad de Manila, Manila City
3.2.11. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.11.1. Civil Aviation Authority of the
Philippines (CAAP), Pasay City
3.2.11.2. MMDA Libertad Pumping Station,
Pasay City
3.2.12. No. of Days for the
Deployment/Maintenance: One (1) day
3.2.12.1. MMDA EFCOS, Pasig City
3.2.12.2. RED Training Center, Pasig City
3.2.12.3. RAVE, Pasig City
3.2.13. No. of Days for the

<p>Deployment/Maintenance: One (1) day 3.2.13.1. Brgy. Sineguelasan, Bacoor City, Cavite</p> <p>3.2.14. No. of Days for the Deployment/Maintenance: One (1) day 3.2.14.1. National Mapping and Resource Information Authority (NAMRIA), Taguig City</p> <p>3.2.15. No. of Days for the Deployment/Maintenance: One (1) day 3.2.15.1. NBP Reservation, Muntinlupa City 3.2.15.2. Bayanan Elementary School, Muntinlupa City 3.2.15.3. Colegio de Muntinlupa, Muntinlupa City</p> <p>3.2.16. No. of Days for the Deployment/Maintenance: One (1) day 3.2.16.1. Anabu I-B Fire Station, Imus City, Cavite</p> <p>3.2.17. No. of Days for the Deployment/Maintenance: One (1) day 3.2.17.1. MMDA Tapayan Pumping Station, Taytay, Rizal</p> <p>4. Other Terms and Conditions:</p> <p>4.1. COVID-19 Clearance</p> <p>4.1.1. One driver must be assigned for the whole duration of the travel.</p> <p>4.1.2. Driver must be fully vaccinated against COVID-19.</p> <p>4.1.2.1. A digital copy of the vaccination card must be submitted at the time of bidding to serve as proof of the driver's vaccination.</p> <p>4.2. Quotation must be inclusive of the following:</p> <p>4.2.1. Driver's fee;</p> <p>4.2.2. Driver's meals;</p> <p>4.2.3. Gasoline expenses;</p> <p>4.2.4. Toll fees;</p> <p>4.2.5. Other miscellaneous expenses that may arise during the travel (i.e. parking charges, etc.); and</p> <p>4.2.6. Taxes and other charges.</p> <p>4.3. Start and end-time shall be confirmed by the Procurement Management Section at least two (2) days before the actual travel.</p> <p>4.4. Breakdown of costs is needed upon submission of quotation.</p> <p>5. Payment Terms</p> <p>5.1. Progress billing is allowed.</p> <p>5.2. Billing/invoice and trip ticket must be submitted upon conclusion of each trip.</p> <p>5.3. No payment shall be made for the services that were not delivered under this contract.</p>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 129,250.00

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.