



**DOST-ASTI Bids and Awards Committee
Invitation to Bid (Public Bidding)**

IB No:	22-11-4165	Date:	December-12-2022
PR No:	GAA-22-09-15078	Date:	September-20-2022
Source of Funds:			
Total ABC:	Php 1,130,000.00		
Time, Date & Venue of Pre-bid Conference:	December 22, 2022, 9:00 AM at Videoconferencing (MS Teams)		
Time and Date of Submission of Bids:	January 03, 2023, 09:00 AM		
Time, Date & Venue of Opening Bids:	January 03, 2023, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams)		
Date of availability of Complete Set of Documents:	December 14, 2022		
Deadline of Potential Bidder's Clarifications:	December 24, 2022		
Deadline of ASTI's Supplemental Bid Bulletin:	December 27, 2022		
Delivery Schedule:			

The *Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI)*, through its Bids and Awards Committee (BAC), hereby invites all interested Bidders to submit their bids for the *item/s* listed below. *Section II. Instructions to Bidders (ITB) of the DOST-ASTI Bidding Documents provides information necessary for bidders to prepare responsive bids, in accordance with the requirements of DOST-ASTI. The ITB likewise provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and award of contract.*

Bidding will be conducted through open competitive bidding procedures *using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.*

A complete set of *DOST-ASTI Bidding Documents may be acquired by interested Bidders on the date and address given on this document, and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the Government Procurement Policy Board. Further, the DOST-ASTI Bidding Documents may be accessed through the DOST-ASTI website (<https://asti.dost.gov.ph/>).*

For further inquiries, *you may contact the DOST-ASTI BAC Secretariat at telephone number +63 2 8249-8500 / +63 2 8426-9755 local 1206/1212 or send your message to bac-sec@asti.dost.gov.ph .*

Respectfully,

EMMANUEL P. BALINTEC
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Preventive Maintenance Services for Generator Sets</p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. 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 generator sets.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p>	1	lot	580000.00	580,000.00

1.3. The technical specifications indicated herein are minimum requirements, unless otherwise specified.

2. PROJECT COVERAGE

The scope of services covers comprehensive maintenance and services for all generator sets of ASTI and EPDC.

3. LOCATIONS

- A. ASTI Building and grounds located at C.P. Garcia Ave., U.P. Diliman 1101, Quezon City.
- B. Electronic Product Development Center (EPDC) with office address at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig City.

4. CONTRACT PERIOD

The contract period is from January to December 2023.

5. QUALIFICATION OF SERVICE PROVIDER

The SERVICE PROVIDER must have the required experience and expertise to carry out the preventive maintenance services. The following must be submitted as part of the post-qualification:

- 5.1 Must be in business of generator maintenance services for the past three (3) years (SEC/DTI Registration, Business Permit) and a distributor of the brand of generator sets installed in ASTI and EPDC;
- 5.2 Certified technician/s with at least three (3) years working experience in preventive maintenance of generator to be assigned in ASTI and EPDC;
- 5.3 Must have attended relevant training within the last three (3) years, as evidenced by Training Certificates of technicians who will be assigned to ASTI and EPDC (submit certification of the generator technician);
- 5.4 Proven track record in rendering satisfactory provision of generator maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous client, other than DOST-ASTI);

6. SCOPE OF WORK

The Generator Details, PMS of ATS, PMS of Synchro Panel, Rating, Model and location is stipulated in the attached Terms of Reference.

The scope of General Preventive Maintenance, starting system, control panel, testing, megger test, battery and sanitation shall be complied as per indicated in the TOR.

7. OBLIGATIONS OF THE SERVICE PROVIDER

7.1 Conduct the monthly preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Generator Sets during the period coverage. Quotation must include the supplies/materials needed for replacement of engine oil, coolant and filters (breakdown of

materials cost shall also be provided).

7.2 Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.

7.3 Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to ASTI and EPDC.

7.4 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.

7.5 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).

7.6 Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.

7.7 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.

8. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance for DOST-ASTI shall be as follows:

ACTIVITY FREQUENCY SCHEDULE

General Preventive Maintenance ---Monthly --- Every 3rd Friday of the Month

Preventive Maintenance of ATS and Synchro Panel --- Semi-Annual ---19 May and 17 November 2023

Change Oil, Coolant and Filters --- Yearly --- 15 September 2023

The schedule of preventive maintenance for EPDC shall be as follows:

ACTIVITY FREQUENCY SCHEDULE

General Preventive Maintenance --- Monthly --- Every 4th Friday of the Month

Preventive Maintenance of ATS And Annual Change Oil --- Yearly --- 25 August 2023

9. DUTIES AND RESPONSIBILITIES OF THE 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 and EPDC shall be available to supervise the procedures and ensure that

office properties, such as computers and other equipment are secured.

10. PAYMENT SCHEDULE

Payment to the Service Provider shall be made on a monthly basis upon acceptance of DOST-ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

11. 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 or EPDC 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.

12. 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.

13. NOTES

1. Should there be any discrepancy with the technical requirements stipulated in the Purchase Request and the Terms of Reference, requirement/s provided for in the latter shall govern.

2. Any other term, condition or provision not stipulated in this document will be covered by a separate agreement as proposed and agreed upon by DOST-ASTI and EPDC and the Service Provider.

3. Bidders must comply with all specifications contained in this PR, TOR and supplemental bid bulletin, if any.

14. WARRANTY

Validity of Comprehensive Service Repair and Preventive Maintenance Program will be for a period of one (1) year upon Notice to proceed and start of preventive maintenance.

2	Preventive Maintenance Services for	1	lot	550000.00	550,000.00
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Airconditioning Units

1. 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.

2. PROJECT COVERAGE

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

3. LOCATION

A. ASTI Building and grounds located at C.P. Garcia Ave., U.P. Diliman 1101, Quezon City.

B. Electronic Product Development Center (EPDC) with office address at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig City.

4. CONTRACT PERIOD

The contract period is for January to December 2023

5. QUALIFICATIONS OF SERVICE PROVIDER

The SERVICE PROVIDER must have the required experience and expertise to carry out the preventive maintenance services. The following must be submitted as part of the post-qualification:

A. Must be in business of air-conditioning preventive maintenance services in three (3) years (DTI Registration, Business Permit).

B. Certified technicians with at two (2) years working experience in preventive maintenance of air conditioning units to be assigned in ASTI.

C. Must have attended relevant training within three (3) years, as evidenced by training certificates of technicians who will be assigned to ASTI.

D. Proven track record in rendering satisfactory provision of air conditioning preventive maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous current including ASTI).

6. SCOPE OF WORK

A. Quarterly Preventive Maintenance must include and comply with the scope of work entailed in the Terms of Reference (TOR).

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 and EPDC 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. The number of Air-conditioning units per division/room is indicated in the Terms of References (TOR).

7. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance for DOST-ASTI must be completed on or before:

- a) 1st Quarter – 11 February 2023 (Tentative)
- b) 2nd Quarter – 13 May 2023
- c) 3rd Quarter – 12 August 2023
- d) 4th Quarter – 14 October 2023

The schedule of preventive maintenance for EPDC shall be as follows:

- a) 1st Quarter – 4 March 2023 (Tentative)
- b) 2nd Quarter – 3 June 2023
- c) 3rd Quarter – 2 September 2023
- d) 4th Quarter – 2 December 2023

8. OBLIGATIONS OF THE SERVICE PROVIDER

8.1. 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).

8.2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.

8.3. Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to ASTI and EPDC.

8.4. 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.

8.5. 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).

8.6. Dispatch of the technicians for request of service

assistance must be done within 24 hours upon receipt of complaint/report.

8.7. 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.

9. 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 and EPDC shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment are secured.

10. 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.

11. WARRANTY

Validity of Comprehensive Service Repair and Preventive Maintenance Program will be for a period of one (1) year upon Notice to proceed and start of preventive maintenance.

12. 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 and EPDC 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.

13. DISPUTE RESOLUTION

13.1. 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
13.2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 1,130,000.00

RESERVATION CLAUSE

The Advanced Science and Technology Institute 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.