



Republic of the Philippines  
Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



ASTI-FM 03-10  
REV 3/13 January 2020

**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>	Feb-21-2022, 2:00 PM		
<b>RFQ No.:</b>	22-02-3753	<b>Date:</b>	February-15-2022
<b>PR No.:</b>	GAA-22-01-13111	<b>Date:</b>	January-24-2022

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the 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,

**BAYANI BENJAMIN R. LARA**  
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>Preventive Maintenance Services for DOST-ASTI Toyota Innova</b></p> <p>1. GENERAL OVERVIEW</p> <p>The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of Preventive Maintenance Services for DOST-ASTI Toyota Innova.</p> <p>1.1. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.2. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>1.3. The procurement of Preventive Maintenance Services for DOST-ASTI Toyota Innova (with Property No. 1.1.4) is needed and must be conducted every 10,000 kms or every 6 months, whichever comes first, to maintain the vehicles good running condition.</p> <p>2. SCOPE OF WORK</p> <p>2.1. Perform 180,000 kms check-up</p> <p>2.2. Replacement of Gasket</p> <p>2.3. Replacement of Oil Filter</p> <p>2.4. Replacement of Fuel Filter</p> <p>2.5. Replacement of Air Filter</p> <p>2.6. Replacement of Aircon Filter</p> <p>2.7. Replacement of Automatic Transmission Fluid</p>	1	lot	36000.00	36,000.00

	<p>2.8. Replacement of Differential Gear Oil  2.9. Replacement of Coolant  2.10. Replacement of Brake Fluid  2.11. Replacement of Toyota Washer Fluid  2.12. Fully Synthetic Genuine Engine Oil (7 Liters)  2.13. Brake Cleaner  2.14. Fuel Treatment (Fuel System Cleaner) / Injector Cleaner  2.15. Engine Treatment (Metal Protector)  2.16. Engine Detailing  2.17. Cabin Anti-bac/Fumigation  2.18. Nitrogen Inflation  2.19. Transmission Treatment  2.20. Engine Decarb  2.21. Inspect Brake Pads and Disc  2.22. Inspect Steering Wheel and Linkages  2.23. Inspect Brake and Clutch Fluid  2.24. Inspect Brake line pipes and hoses  2.25. Inspect lights, horn, wipers and washer  2.26. Inspect Air Conditioning  2.27. Cleaning of Headlight Case  2.28. Road Test</p> <p>3. DELIVERY AND PAYMENT TERMS  3.1. Must be an authorized service center by Toyota.  3.2. Provide a report or recommendation, if necessary.</p> <p>4. DELIVERY AND PAYMENT TERMS  4.1. Preventive Maintenance Services of DOST-ASTI Toyota Innova 1.1.4 must be completed within 15 working days upon turnover by DOST-ASTI to the service center.  4.2. Payment shall be made only upon certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p> <p>Note: Item Nos. 1 and 2 of this Purchase Request shall be awarded to one bidder to ensure proper accountability of warranty obligation of services, if any.</p>				
2	<p><b>Repair/Replacement of parts for Toyota Innova</b>  <b>1. GENERAL OVERVIEW</b>  The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of Preventive Maintenance Services for DOST-ASTI Toyota Innova.</p> <p>1.1. The approved budget for the contract is inclusive of all applicable government taxes and services charges.  1.2. The technical specifications indicated herein are minimum requirements, unless otherwise specified.  1.3. The procurement of Repair and Replacement of parts for DOST-ASTI Toyota Innova (with Property No. 1.1.4) is needed to maintain and improve the vehicles</p>	1	lot	50382.00	50,382.00

good running condition.

**2. SCOPE OF WORK**

- 2.1. Replacement of Serpentine Belt
- 2.2. Replacement of Brake pads
- 2.3. Replacement of Rotor Disc LH/RH
- 2.4. Replacement of Rack End RH
- 2.5. Replacement of Valve Cover Gasket
- 2.6. Wheel Alignment

**3. DELIVERY AND PAYMENT TERMS**

- 3.1. Must be an authorized service center by Toyota.
- 3.2. Provide a report or recommendation, if necessary.

**4. DELIVERY AND PAYMENT TERMS**

- 4.1. Repair and replacement of parts of DOST- ASTI Toyota Innova 1.1.4 must be completed within 15 working days upon turnover by DOST-ASTI to the service center.
- 4.2. Payment shall be made only upon certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.

Note: Item Nos. 1 and 2 of this Purchase Request shall be awarded to one bidder to ensure proper accountability of warranty obligation of services, if any.

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 86,382.00**

**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.