



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

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

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Sep-17-2021, 2:00 PM		
RFQ No.:	21-09-3546	Date:	September-13-2021
PR No.:	GAA-21-08-11902	Date:	August-16-2021

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	Preventive Maintenance for Nissan Urvan Grey - PMS 60,000 KM Check-up - Oil (Fully Synthetic) 8 Liters - Oil Filter - D.P.W - Brake Paste - Brake Cleaner - Microfilter (Air Filter) - Fuel Filter (Strainer) - Water Separator (Fuel Filter Secondary) - Engine Flushing - Diesel Treatment - Clutch Disk - Clutch Cover - Release Bearing - MT Gear Oil - Brake Fluids - Air-Con Filter - Battery Test - Windshield Washer - Chemicals used in Lubricated - Antibac - Complete Wash - MISC Preventive Maintenance Activities:	1	lot	67797.84	67,797.84

Underhood and Under Vehicle

- > Inspect leaks, cracks, chafing, abrasion of intake & exhaust manifolds
- > Inspect drive belts for cracks, fraying, wear, deflection & tension
- > Inspect engine anti-rust coolant(LLC)
- > Inspect cooling system (pressure & leak check)
- > Inspect vacuum hoses & connections
- > Inspect air cleaner filter
- > Replace engine oil and oil filter (Use Nissan recommended oil)
- > Inspect fluids, Lubricants, A/C refrigerant for leak
- > Inspect windshield washer tank fluid level, nozzle, and wiper blade
- > Inspect battery / battery clamp condition
- > Inspect / adjust engine idle rpm and ignition timing
- > Inspect positive crankcase ventilation (PCV) system

Chassis and Body Maintenance

- > Inspect brake & clutch fluid for level and leaks
- > Inspect brake booster, vacuum hoses, connections, and check valve
- > Inspect brake linings, drum, disc pads & other components for wear, distortion, leaks in the wheel cylinder
- > Inspect power steering gearbox fluid for leaks & check linkages/bushing for damage
- > Inspect brake, clutch & exhaust systems
- > Inspect manual/automatic transmission, differential & transfer gear oil(for level and leaks)
- > Inspect CVT fluid for leaks
- > Grease/Lubricate Greasing points of the steering linkage, propeller shafts, ball joints
- > Inspect steering gear & linkage, axle & suspension parts, propeller shaft, & driveshafts
- > Tighten body mountings
- > Inspect tires for abnormal wear and tire pressure (include spare tire)

Inside and Outside

- > Grease/Lubricate locks, hinges, and hood latch
- > Inspect seat belts, buckles, retractors, anchor, and adjuster
- > Inspect door glass, lock, and control mechanism
- > Inspect foot brake, parking brake, and clutch (for free play, stroke, and operation)
- > Inspect A/C operation & cooling performance
- > Inspect operation of switches - combination switches, door lock, power window, etc.
- > Check engine

Note:

- Must be an authorized service center by Nissan.
- Provide a report or recommendation, if necessary.
- VAT Inclusive
- Delivery: Preventive maintenance must be

	completed within 3 working days upon turnover by DOST-ASTI to the service center.				
2	<p>Preventive Maintenance for Nissan Urvan White</p> <ul style="list-style-type: none"> - PMS 50,000 KM Check-up - Oil (Fully Synthetic) 8 liters - Oil Filter - D.P.W - Brake Paste - Brake Cleaner - Brake Fluids - Engine Flushing - Diesel Treatment - Battery Test - Windshield Washer - Chemicals used in Lubricated (Engine flushing and diesel treatment) - MISC - Complete Wash - Anti Bac (Baktakleen) - Wheel Alignment - Wheel Balancing with Wheel Mounting - Tire Valve - Wheel Weights <p>Preventive Maintenance Activities:</p> <p>Underhood and Under Vehicle</p> <ul style="list-style-type: none"> > Inspect leaks, cracks, chafing, abrasion of intake & exhaust manifolds > Inspect drive belts for cracks, fraying, wear, deflection & tension > Inspect engine anti-rust coolant(LLC) > Inspect cooling system (pressure & leak check) > Inspect vacuum hoses & connections > Inspect air cleaner filter > Replace engine oil and oil filter (Use Nissan recommended oil) > Inspect fluids, Lubricants, A/C refrigerant for leak > Inspect windshield washer tank fluid level, nozzle and wiper blade > Inspect battery / battery clamp condition > Inspect / adjust engine idle rpm and ignition timing > Inspect positive crankcase ventilation (PCV) system <p>Chassis and Body Maintenance</p> <ul style="list-style-type: none"> > Inspect brake & clutch fluid for level and leaks > Inspect brake booster, vacuum hoses, connections, and check valve > Inspect brake linings, drum, disc pads & other components for wear, distortion, leaks in the wheel cylinder > Inspect power steering gearbox fluid for leaks & check linkages/bushing for damage > Inspect brake, clutch & exhaust systems > Inspect manual/automatic transmission, differential & transfer gear oil(for level and leaks) > Inspect CVT fluid for leaks > Grease/Lubricate Greasing points of the steering 	1	lot	23402.99	23,402.99

linkage, propeller shafts, ball joints
 > Inspect steering gear & linkage, axle & suspension parts, propeller shaft, & driveshafts
 > Tighten body mountings
 > Inspect tires for abnormal wear and tire pressure (include spare tire)

Inside and Outside

> Grease/Lubricate locks, hinges, and hood latch
 > Inspect seat belts, buckles, retractors, anchor, and adjuster
 > Inspect door glass, lock, and control mechanism
 > Inspect foot brake, parking brake, and clutch (for free play, stroke, and operation)
 > Inspect A/C operation & cooling performance
 > Inspect operation of switches - combination switches, door lock, power window, etc.
 > Check engine

Note:

- Must be an authorized service center by Nissan.
- Provide a report or recommendation, if necessary.
- VAT Inclusive
- Delivery: Preventive maintenance must be completed within 3 working days upon turnover by DOST-ASTI to the service center.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 91,200.83

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.