



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Jun-23-2025, 2:00 PM		
RFQ No.:	25-06-5290	Date:	June-18-2025
PR No.:	FASTRACRoa-25-06-21423	Date:	June-05-2025

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.

JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Vehicle Rental Services - Marinduque 1. GENERAL OVERVIEW 1.1. DOST-ASTI is looking for a qualified and competent service provider for one (1) lot of vehicle rental services to be used for the field deployment of the FASTRAC Lite: ROAMER Project in Marinduque on July 14-18, 2025. 1.2. The Approved Budget for the Contract (ABC) is inclusive of government taxes and other charges. 2. SPECIFICATIONS AND REQUIREMENTS 2.1. Vehicle Type 2.1.1. Closed, Spacious Van 2.1.1.1. Number of Vehicles: One (1) 2.1.1.2. Number of Passengers: Approximately six (6) to eight (8) 2.1.1.3. Fully airconditioned 2.1.1.4. Vehicles must be well-maintained, safe and in good running condition 2.1.1.5. Vehicles must be disinfected prior to the occupancy of passengers 2.2. Schedules and Destinations 2.2.1. Manila to Marinduque 2.2.1.1. Pick-up Point: Quezon City, Metro Manila 2.2.1.2. Drop-off Point: Masalukot, Sta. Cruz,	1	lot	61600.00	61,600.00

Marinduque

2.2.1.3. Travel Date: July 14, 2025; one (1) day

2.2.1.4. Whole day vehicle rental, usage hours dependent on actual travel time

2.2.2. Marinduque to Manila

2.2.2.1. Pick-up Point: Masalukot, Sta. Cruz, Marinduque

2.2.2.2. Drop-off Point: Quezon City, Metro Manila

2.2.2.3. Travel Date: July 18, 2025; one (1) day

2.2.2.4. Whole day vehicle rental, usage hours dependent on actual travel time

2.2.3. Within Marinduque

2.2.3.1. Pick-up and Drop-off Points:

2.2.3.1.1. Balanacan Port, Marinduque

2.2.3.1.2. Masalukot, Sta. Cruz, Marinduque

2.2.3.2. Travel Date/s: July 15-17, 2025; three (3) days

2.2.3.3. At least eight (8) hours of vehicle rental usage per day

2.2.3.4. On-call and per-day basis, subject to the end-user's actual usage

2.3. Quoted rates must be inclusive of the following:

2.3.1. Vehicle rental costs;

2.3.2. RoRo fare for vehicle (if applicable);

2.3.3. RoRo fare for driver and passengers (if applicable);

2.3.4. Driver's fee;

2.3.5. Driver meals;

2.3.6. Driver's accommodation;

2.3.7. Gasoline expenses;

2.3.8. Terminal fees (if applicable);

2.3.9. Toll fees (if applicable); and

2.3.10. Other miscellaneous expenses that may arise during the entire travel (i.e., parking fees, etc.).

2.4. Designated driver of the service provider must have a valid driver's license and must be fully vaccinated.

2.5. Supplier must have a backup vehicle in case of emergency (i.e., engine breakdown, etc.) at no additional cost to DOST-ASTI.

2.6. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day. The service provider must give a rate per day for the said destinations. The said rate per day is not subject to change.

2.7. For the vehicle rental schedules within Marinduque that are on an on-call and per-day basis, the end-user must give at least two (2) days prior notice to the service provider that the vehicle rental will be required for the specified day/s.

2.8. The schedules of the trips are executory upon the perfection of the Contract and issuance of the Notice to Proceed (NTP) unless otherwise re-scheduled or canceled by the end-user for any justifiable causes. If delays or rescheduling are likely to be incurred, the end-user unit shall notify the DOST-ASTI Procurement Management Section (PMS) within three (3) days before the schedule. Within the same three (3)-day period, the end-user shall justify the delay or rescheduling to the Head of the Procuring Entity in writing stating its cause/s and the new trip schedule.

	<p>After which, the DOST-ASTI PMS shall issue a letter to the service provider.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Payment shall be based on the actual number of day/s where the vehicle rental services were used, according to the rental rate per day quoted by the service provider. No payment shall be made for services that were not rendered under this Contract.</p> <p>3.2. Price quotation/s must be inclusive of all applicable taxes and charges.</p> <p>3.3. Full payment shall be made only upon certification/acceptance of the end-user to the effect that the services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Advance payment is not allowed. No payment shall be made for services not yet rendered.</p>				
2	<p>Vehicle Rental Services - South Cotabato</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is looking for a qualified and competent service provider for one (1) lot of vehicle rental services to be used for the field deployment of the FASTRAC Lite: ROAMER Project in South Cotabato on July 22-25, 2025.</p> <p>1.2. The ABC is inclusive of government taxes and other charges.</p> <p>2. SPECIFICATIONS AND REQUIREMENTS</p> <p>2.1. Vehicle Type</p> <p>2.1.1. Closed, Spacious Van</p> <p>2.1.1.1. Number of Vehicles: One (1)</p> <p>2.1.1.2. Number of Passengers: Approximately six (6) to eight (8)</p> <p>2.1.1.3. Fully airconditioned</p> <p>2.1.1.4. Vehicles must be well-maintained, safe and in good running condition</p> <p>2.1.1.5. Vehicles must be disinfected prior to the occupancy of passengers</p> <p>2.2. Schedules and Destinations</p> <p>2.2.1. Within South Cotabato</p> <p>2.2.1.1. Pick-up and Drop-off Points:</p> <p>2.2.1.1.1. General Santos City, including Airport</p> <p>2.2.1.1.2. Tupi, South Cotabato</p> <p>2.2.1.2. Travel Date/s: July 22-25, 2025; four (4) days</p> <p>2.2.1.3. Number of usage hours:</p> <p>2.2.1.3.1. July 22 to 24, 2025: At least twelve (12) hours</p> <p>2.2.1.3.2. July 25, 2025: At least eight (8) hours</p> <p>2.3. Quoted rates must be inclusive of the following:</p> <p>2.3.1. Vehicle rental costs;</p> <p>2.3.2. Driver's fee;</p> <p>2.3.3. Driver meals;</p> <p>2.3.4. Driver's accommodation;</p> <p>2.3.5. Gasoline expenses;</p> <p>2.3.6. Terminal fees (if applicable);</p> <p>2.3.7. Toll fees (if applicable); and</p> <p>2.3.8. Other miscellaneous expenses that may arise during the entire travel (i.e., parking fees, etc.).</p> <p>2.4. Designated driver of the service provider must</p>	1	lot	22825.00	22,825.00

<p>have a valid driver's license and must be fully vaccinated.</p> <p>2.5. Supplier must have a backup vehicle in case of emergency (i.e., engine breakdown, etc.) at no additional cost to DOST-ASTI.</p> <p>2.6. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day. The service provider must give a rate per day for the said destinations. The said rate per day is not subject to change.</p> <p>2.7. The final schedule for van rental will be provided by the end-user at least one (1) week prior to the scheduled travel dates.</p> <p>2.8. The schedules of the trips are executory upon the perfection of the Contract and issuance of the NTP unless otherwise re-scheduled or canceled by the end-user for any justifiable causes. If delays or rescheduling are likely to be incurred, the end-user unit shall notify the DOST-ASTI PMS within three (3) days before the schedule. Within the same three (3)-day period, the end-user shall justify the delay or rescheduling to the Head of the Procuring Entity in writing stating its cause/s and the new trip schedule. After which, the DOST-ASTI PMS shall issue a letter to the service provider.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Payment shall be based on the actual number of day/s where the vehicle rental services were used, according to the rental rate per day quoted by the service provider. No payment shall be made for services that were not rendered under this Contract.</p> <p>3.2. Price quotation/s must be inclusive of all applicable taxes and charges.</p> <p>3.3. Full payment shall be made only upon certification/acceptance of the end-user to the effect that the services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Advance payment is not allowed. No payment shall be made for services not yet rendered.</p>				
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TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 84,425.00

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.