



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Apr-28-2025, 2:00 PM		
RFQ No.:	25-04-5191	Date:	April-24-2025
PR No.:	ROAMER-25-04-20958	Date:	April-14-2025

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 1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidders for the Nine (9) Lots of Vehicle Rental to be used during the conduct of fieldworks, drone test flights and experiments of the HAWKS Component. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges. 2. SPECIFICATIONS AND REQUIREMENTS 2.1. Lease/rental of transportation vehicle good for twelve (12) hours usage per day 2.2. Quantity: One (1) unit 2.3. Capacity: Can accommodate big equipment with a dimension of L34" x W34" x H35" 2.4. Number of Passengers: At least seven (7) pax 2.5. Vehicle Type: Closed-type, spacious van with air conditioning system with removable or foldable back seats 2.6. Number of Usage: Nine (9) Days 2.7. Duration of Usage: 02 May 2025 - 14 June 2025 2.8. Possible Routes: ASIMOV-HAWKS Project Office, Pryce Tower, J.P. Laurel Ave., Davao City to	9	lot	4500.00	40,500.00

	<p>any areas (districts) within Davao City and vice versa but not limited to the following:</p> <p>2.8.1. Tugbok District, Davao City; and/or</p> <p>2.8.2. Calinan District, Davao City; and/or</p> <p>2.8.3. Baguio District, Davao City; and/or</p> <p>2.8.4. Marilog District, Davao City; and/or</p> <p>2.8.5. Buhangin District, Davao City; and/or</p> <p>2.8.6. Talomo District, Davao City; and/or</p> <p>2.8.7. Poblacion District, Davao City; and/or</p> <p>2.8.8. Paquibato District, Davao City; and/or</p> <p>2.8.9. Toril District, Davao City.</p> <p>2.9. Rate must include vehicle rental cost, fuel cost, driver's fee, meals & accommodation, bank charges, and all other charges related to the rental.</p> <p>2.10. Designated driver of the service provider must have a valid driver's license with restriction code of at least 1 and 2 and must be fully vaccinated against COVID-19.</p> <p>2.11. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day, which is not subject to change.</p> <p>2.12. The office address of the service provider must be located within Davao City only.</p> <p>2.13. 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. 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. The final schedule for van rental will be provided by the end-user at least two (2) days prior to each daily activity.</p> <p>3.2. The tentative schedule will be at least once a week or depending on the needs of the project during the specified duration.</p> <p>3.3. The maximum number of lots (trips) is nine (9); however, if there are unpredictable weather conditions that would make scheduled activities difficult, only the actual usage will be processed for payment.</p> <p>3.4. Progress payment is allowed, subject to the submission of a billing statement and other documentary requirements.</p>				
2	<p>VEHICLE RENTAL</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Six (6) lots of Vehicle Rental to be used during the fieldwork activities of the HAWKS Component within Davao Region.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p>	6	lot	5500.00	33,000.00

2. SPECIFICATIONS AND REQUIREMENTS

2.1. Lease/rental of transportation vehicle good for twelve (12) hours usage per day

2.2. Quantity: One (1) Unit

2.3. Capacity: Can accommodate big equipment with a dimension of L34" x W34" x H35"

2.4. Vehicle Type: Closed-type, spacious van with air conditioning system with removable or foldable back seats

2.5. Number of Passengers: At least seven (7) pax per unit

2.6. Number of Usage: Six (6) Days

2.7. Duration of Usage: 02 May 2025 - 14 June 2025

2.8. Possible Routes: ASIMOV-HAWKS Project Office, Pryce Tower, J.P. Laurel Ave., Davao City to any areas (municipalities) within Davao Region and vice versa but not limited to the following:

2.8.1. Carmen, Davao del Norte; and/or

2.8.2. Tagum City, Davao Del Norte; and/or

2.8.3. Braulio E. Dujali, Davao del Norte; and/or

2.8.4. Sto. Tomas, Davao Del Norte; and/or

2.8.5. Kapalong, Davao del Norte; and/or

2.8.6. Asuncion, Davao del Norte; and/or

2.8.7. Talaingod, Davao del Norte; and/or

2.8.8. San Isidro, Davao del Norte; and/or

2.8.9. Davao City, Davao del Sur; and/or

2.8.10. Digos City, Davao del Sur; and/or

2.8.11. Hagonoy, Davao del Sur.

2.9. Rate must include vehicle rental cost, fuel cost, driver's fee, meals & accommodation, bank charges, and all other charges related to the rental.

2.10. Designated driver of the service provider must have a valid driver's license with restriction code of at least 1 and 2 and must be fully vaccinated against COVID-19.

2.11. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day, which is not subject to change.

2.12. The office address of the service provider must be located within Davao City only.

2.13. 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 shall issue a letter to the service provider.

3. DELIVERY AND PAYMENT TERMS

3.1. The final schedule for van rental will be provided by the end-user at least two (2) days prior to each fieldwork activity.

3.2. The tentative schedule will be at least once a week or depending on the needs of the project during the specified duration.

3.3. The maximum number of lots (trips) is six (6); however, if there are unpredictable weather conditions that would make scheduled activities difficult, only the actual usage will be processed for payment.

3.4. Progress payment is allowed, subject to the

submission of billing statement and other documentary requirements.				
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TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**Php 73,500.00****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.*