



**ASTI-FM 03-10**  
**REV 5/ 30 APR 2024**

**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>	Nov-18-2024, 2:00 PM		
<b>RFQ No.:</b>	24-11-5094	<b>Date:</b>	November-13-2024
<b>PR No.:</b>	GAA-24-10-20144	<b>Date:</b>	October-15-2024

*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.

**BAYANI BENJAMIN R. LARA**  
*BAC Chairperson*

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>CNC Machine 1 and Vacuum Repair and Maintenance</b></p> <p>1. GENERAL:</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders/service providers for the repair of One (1) Lot CNC Machine 1 and Vacuum Repair and Maintenance, for the continuous operation of Manufacturing Laboratory of Electronics Product Development Center (EPDC).</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and charges.</p> <p>2. TECHNICAL SPECS:</p> <p>2.1. The CNC Machine 1 and vacuum has the following details:</p> <p>2.1.1. Machine Brand and Model: LPKF Protomat S103</p> <p>2.1.2. Serial Number: 2524000581</p> <p>2.1.3. Property Number: PDH-086</p> <p>2.2. On-site repair and maintenance of CNC Machine 1 and vacuum has the following details:</p> <p>2.2.1. Perform degreasing and greasing in LM Guide and Ball screw of XY and Z-axis.</p> <p>2.2.2. Supply, delivery, installation and setup of</p>	1	lot	320980.00	320,980.00

	<p>worn-out parts that includes the following:</p> <ul style="list-style-type: none"> <li>2.2.2.1. Tool Holder – One (1) unit</li> <li>2.2.2.2. Tool Ramp – One (1) unit</li> <li>2.2.2.3. Carbon Brush of Vacuum – One (1) unit</li> </ul> <p>2.2.3. Perform Calibration and teach parameters of the following items:</p> <ul style="list-style-type: none"> <li>2.2.3.1. Table Height</li> <li>2.2.3.2. Camera Head Offset</li> <li>2.2.3.3. Tool Holder Position</li> </ul> <p>2.2.4. Check all axis minimum and maximum position. Manually pick and place of Tool Bits in all Tool Holder</p> <p>2.2.5. Perform milling width in universal cutter and end mills</p> <p>2.2.6. Perform Routing and run PCB project</p> <p>2.3. Warranty</p> <p>2.3.1. One (1) year from date of repair completion. The date of delivery written on the certificate of completion will serve as the reference point for determining the commencement of this warranty period.</p> <p>2.3.2. The warranty ensures that the repaired CNC Machine 1 and Vacuum is free from additional defects or physical damage not related to the repair process. Any discrepancies found during EPDC inspection should be resolved by the service provider prior to end-user acceptance.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Repair must be performed within one hundred twenty (120) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>3.2. Price is inclusive of taxes and other service charges, i.e., labor, parts, etc.</p> <p>3.3. Breakdown of costs for parts and labor must be provided upon submission of billing or invoice.</p> <p>3.4. Government terms. Full payment will only be processed once the service is completely delivered, and repaired equipment is inspected (fully functioning), and accepted by the end-user.</p>				
2	<p><b>CNC Machine 2 and Vacuum Repair and Maintenance</b></p> <p>1. GENERAL:</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders/service providers for the repair of One (1) Lot CNC Machine 2 and vacuum Repair and Maintenance, for the continuous operation of Manufacturing Laboratory of EPDC</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and charges.</p> <p>2. TECHNICAL SPECS:</p> <p>2.1. The CNC Machine 2 and Vacuum has the following details:</p> <ul style="list-style-type: none"> <li>2.1.1. Machine Brand and Model: LPKF Protomat S103</li> <li>2.1.2. Serial Number: 2527000872</li> <li>2.1.3. Property Number: PDH-293</li> </ul>	1	lot	316250.00	316,250.00

2.2. On-site repair and maintenance of CNC Machine 2 and vacuum has the following details:

2.2.2. Supply, delivery, installation and setup of worn-out parts that includes the following:

2.2.2.1. Depth Limiter - One (1) unit

2.2.2.2. Tool Ramp - One (1) unit

2.2.2.3. Carbon Brush of Vacuum - One (1) unit

2.2.3. Perform Calibration and teach parameters of the following items

2.2.3.1. Table Height

2.2.3.2. Camera Head Offset

2.2.3.3. Tool Holder Position

2.2.4. Check all axis minimum and maximum position. Manually pick and place of Tool Bits in all Tool Holder

2.2.5. Perform milling width in universal cutter and end mills

2.2.6. Perform Routing and run PCB project

### 2.3. Warranty

2.3.1. One (1) year from date of repair completion.

The date of delivery written on the certificate of completion will serve as the reference point for determining the commencement of this warranty period.

2.3.2. The warranty ensures that the repaired CNC Machine 2 and Vacuum is free from additional defects or physical damage not related to the repair process. Any discrepancies found during EPDC inspection should be resolved by the service provider prior to end-user acceptance.

### 3. PAYMENT AND DELIVERY TERMS

3.1. Repair must be performed within one hundred twenty (120) calendar days upon issuance of Notice to Proceed (NTP).

3.2. Price is inclusive of taxes and other service charges, i.e., labor, parts, etc.

3.3. Breakdown of costs for parts and labor must be provided upon submission of billing or invoice.

3.4. Government terms. Full payment will only be processed once the service is completely delivered, and repaired equipment is inspected (fully functioning), and accepted by the end-user.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 637,230.00**

## 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.