



**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>	Jan-19-2024, 2:00 PM		
<b>RFQ No.:</b>	24-01-4659	<b>Date:</b>	January-15-2024
<b>PR No.:</b>	GAA-24-01-18532	<b>Date:</b>	January-11-2024

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>Drinking Water</b></p> <p>1. OBJECTIVE</p> <p>1.1. The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) is looking for a qualified and competent bidder for the Supply and Delivery of Three Thousand Units of Five (5) Gallon Container of Purified Drinking Water.</p> <p>1.2. The Approved Budget for the Contract is inclusive of taxes and other charges.</p> <p>2. LOCATION OF DELIVERY</p> <p>2.1. The place of delivery shall be as follows:</p> <p>2.1.1. DOST-ASTI with address at DOST-ASTI Bldg., UP Technopark Complex, C.P. Garcia Avenue, UP Campus, Diliman, Quezon City 1101; and</p> <p>2.1.2. DOST-ASTI Extension Office located at National Engineering Center (NEC) Rooms 405-406 &amp; 409, 4/F Junio Hall cor. Agoncillo St. and Osmena Ave., University of the Philippines, Diliman, Quezon City.</p> <p>3. CONTRACT DURATION</p> <p>3.1. The contract period shall be for a period of 01 February 2024 to 31 December 2024.</p> <p>4. SCOPE OF SERVICES</p>	1	lot	120000.00	120,000.00

- 4.1. Supply and delivery of three thousand (3,000) units of five-gallon container with purified drinking water.
- 4.2. Free use of clean containers.
- 4.3. Delivery of at least sixty (60) containers or depending on the needs of dost-asti on its weekly consumption.
- 4.4. Provide DOST-ASTI with thirteen (13) units of water dispenser for use with options for dispensing both hot and cold water.

**5. DUTIES AND RESPONSIBILITIES OF THE SUPPLIER**

- 5.1. The Supplier shall render monthly cleaning/maintenance and repair of water dispenser provided to DOST-ASTI, including replacement of units and parts without cost to DOST-ASTI.
- 5.2. The Supplier shall deliver required number of containers per floor.
- 5.3. The Supplier shall submit certified true copies and present original copies of the certification that it has passed the microbiological test from an accredited water testing laboratory of the Department of Health and/or shall have a Sanitary Permit/Certificate of Potability.
- 5.4. The Supplier must have a main or satellite office in Quezon City, Metro Manila to efficiently coordinate transactions or other concerns of DOST-ASTI.

**6. RESPONSIBILITIES OF DOST-ASTI**

- 6.1. DOST-ASTI shall grant limited access to its premises to the representative/s of the supplier to perform its duties and responsibilities under the Contract.
- 6.2. DOST-ASTI staff shall accompany the Supplier's authorized representative to deliver the required number of containers per floor and/or during maintenance and repair of water dispensers.

**7. DELIVERY AND PAYMENT SCHEDULE**

- 7.1. Delivery of purified drinking water shall be within two (2) working days upon request of DOST-ASTI.
- 7.2. Payment to the Supplier shall be made every month subject to the submission of billing statement, duly accomplished service and inspection report forms, and other documentary requirements.

**8. LIQUIDATED DAMAGES**

- 8.1. Non-compliance with the Terms and conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages pursuant to Republic Act No. 9184 and its 2016 revised Implementing Rules and Regulations. DOST-ASTI reserves the right to rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract.

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

**Php 120,000.00**

## 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.