



**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>	Sep-29-2023, 2:00 PM		
<b>RFQ No.:</b>	23-09-4542	<b>Date:</b>	September-25-2023
<b>PR No.:</b>	GAA-23-08-17359	<b>Date:</b>	August-14-2023

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>EPDC Roof Repair</b></p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for the repair of Electronics Product Development Center (EPDC) roof and gutter, to protect the EPDC building from water leaks coming from its roof and inside gutters.</p> <p>1.2. Work shall include supervision, supply, delivery, installation, and services necessary to properly conduct and implement the works.</p> <p>1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. LOCATION</p> <p>2.1. EPDC Building located at MIRDC Compound, General Santos Ave, Taguig, 1631 Metro Manila.</p> <p>3. DELIVERY AND PROJECT DURATION</p> <p>3.1. The project, which includes roof repair in EPDC, must be completed by November 24, 2023, and its commencement is contingent upon the issuance of a Notice to Proceed.</p> <p>3.2. The contractor shall provide a work plan shown in Gantt Chart for a detailed schedule of activities and</p>	1	lot	997000.00	997,000.00

deliveries.

#### 4. GENERAL REQUIREMENTS

4.1. The Contractor will provide technical supervision, skilled manpower, tools, equipment, and suitable highest quality materials within the specified period to complete the project.

4.2. Provide coordination and collaborative works with DOST-ASTI to complete respective works in accordance with approved specifications and method of installation.

4.3. Provide all materials necessary to complete the work although not specifically mentioned in the specifications, working drawings or in other contract documents without extra cost the DOST-ASTI.

4.4. Comply with all applicable environmental, health, and safety requirements and regulations mandated by law. Ensure adherence to safety requirements such as safety shoes, vests, hard hats, safety harnesses, and lifelines in the working areas.

4.5. Ensure that the contractor supplies materials of high quality and workmanship necessary for completion and readiness for acceptance by DOST-ASTI.

4.6. Temporary facilities/barracks shall be of the expense of the service provider at the approved location of the end-user required for use of his/her workers and storage of tools and materials and shall maintain sanitary operable conditions, all in conformity of the local regulations, if necessary. Ensure all materials are stored in a secure, weatherproof area on-site and off the ground to prevent moisture damage.

4.7. Protect and maintain in the required acceptable conditions of all repairs works and accessories during construction until hand over.

4.8. Ensure that the performance, appearance, and proper functioning of the works are not affected by any movements, structural integrity, settlement, or deflection in the building structure.

4.9. Properly manage and dispose of all packaging materials and waste generated during the project in accordance with local regulations.

#### 5. SCOPE OF WORKS

5.1. Mobilization/Demobilization

5.2. Parapet Wall

5.2.1. Dismantle of Existing Water Proofing with an approximate area of 274.8 square meters

5.2.2. Installation of Water Proofing and roofing sealants with an approximate area of 274.8 square meters

5.2.3. Dismantle of Parapet Wall Flashings with an approximate area of 149.4 linear meters

5.2.4. Installation of Parapet Wall Flashings Colored Roofing with an approximate area of 149.4 linear meters

5.3. Roof and Gutter

5.3.1. Dismantle of Roof and Gutter with an approximate area of 149.4 linear meters

5.3.2. Installation of Stainless Gutter and Pre-painted

Roof Capping with an approximate area of 149.4 linear meters

5.3.3. Rehabilitation of existing Gutter wall downspouts

5.3.4. Replacement of approximately 20 pcs acoustic boards

5.3.5. Dimensions given above may vary depending on the size and design of the tiles. Minimum variations (+/- 10%) shall be accepted by the end-user.

## 6. PROJECT CONDITIONS

6.1. Site Access: The contractor shall provide a list of service personnel and tools needed for the project. Any personnel not listed shall not gain access to the site.

6.2. Occupied Premises: The building undergoing inside gutter replacement and roof repair is occupied. Take necessary precautions to ensure the safety and comfort of the occupants throughout the project.

6.3. Weather Considerations: Prepare for potential weather-related delays and take appropriate measures to protect materials from adverse weather conditions.

## 7. WARRANTY

7.1. The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contractor further guarantees that if, during a period of three (3) years from the date of the certificate of completion and acceptance of the work, any workmanship defects will be repaired by the contractor at his expense.

7.2. Exclusions: This warranty does not cover damages or defects resulting from improper maintenance, misuse, natural disasters, or any modifications or alterations made by parties other than the supplier.

## 8. RESPONSIBILITIES OF THE CONTRACTOR

8.1. The principal features of the work do not in any way limit the responsibilities of the Contractor to the general description of his/her scope of work. He/she shall perform all the work fully and make operational to the intent of the project.

8.2. The Contractor shall be responsible for the proper execution and coordination of his/her work. He/she shall schedule and program all necessary work activities according to the specified completion period.

8.3. The Contractor shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks.

8.4. The Contractor is not allowed to erect quarters for workers within the EPDC premises; sleeping is also not allowed. Contractor's workers are limited to the designated working area only. Loitering around and inside the premises is not allowed.

8.5. The Contractor shall be responsible for clearing and cleaning of the designated project site of unused materials, leftovers, wastes and other debris at the site and disposal of the same outside the premises. A daily

inspection of the work area shall be conducted by DOST-ASTI's authorized representative to ensure that the working area and storage area assigned to the Contractor is always clean and in order.

8.6. The Contractor shall protect adjacent area against any damage by his/her employees, or by his/her materials, equipment, and tools during the execution of the work. Any damage done by him/her employees shall be repaired at his own expense, without additional compensation beyond the contract.

8.7. Permits, Laws, Ordinances and Standards – the installation provided for and specified herein shall comply with laws and regulations of the local government unit and any government agency having jurisdiction. All necessary permits and other requirements shall be secured for the account of the Contractor. Said requirements shall be turned over to DOST-ASTI upon project completion.

8.8. The Contractor shall assign full-time Engineer/Architect as Project-In-Charge (PIC) for the project to supervise the works mentioned herein. The PIC shall be a certified registered Civil Engineer or Architect designated for the project by the Contractor.

8.9. All other items of work not specifically mentioned but are necessary to complete the work in accordance with the plans and specifications and other related documents shall be provided by the Contractor at no additional cost to DOST-ASTI.

## 9. SUBMITTALS

9.1. The Contractor's All-Risk Insurance (CARI) shall be submitted to DOST-ASTI within ten (10) calendar days upon receipt of Notice of Award (NOA) to be issued by the BAC Secretariat.

9.2. Contractors must provide a comprehensive Bill of Materials that outlines all materials, products, and equipment required for the successful execution of the project. The BOQ should include the following details:

9.2.1. Item descriptions and specifications

9.2.2. Quantities required

9.2.3. Brand names (if applicable)

9.2.4. Prices

9.2.5. Total cost breakdown

9.3. Contractors are required to submit a detailed construction schedule that outlines the timeline for project completion, including key milestones and deadlines. This schedule should include the following:

9.3.1. Start and end dates for each phase of the project

9.3.2. Sequence of tasks and activities

9.3.3. Contingency plans for potential delays or disruptions

9.4. Contractors must provide evidence of their commitment to maintaining a safe and healthy work environment throughout the project. This includes compliance with all relevant construction safety and health regulations and guidelines. Submission should encompass:

9.4.1. Safety policies and procedures specific to the project

9.4.2. Training records for workers on safety

protocols

9.4.3. Hazard assessments and mitigation strategies

9.4.4. Emergency response plans

9.4.5. Safety equipment and Personal Protective Equipment (PPE) protocols

9.5. Contractors must demonstrate their eligibility to participate in the procurement process by providing the following:

9.5.1. Proof of legal registration and business license

9.5.2. Past performance records, including references from previous clients.

9.5.3. Compliance with any other eligibility criteria specified in the procurement documentation.

9.6. Contractors are requested to submit detailed quotations for the products and services they intend to provide. Quotations should include:

9.6.1. Unit prices for each item or service

9.6.2. Quantity discounts (if applicable)

9.6.3. Any additional costs, such as shipping or taxes

9.6.4. Total cost calculations

9.6.5. Payment terms and conditions

9.7. Prior to issuance of the Certificate of Completion (COC), the following shall be submitted to DOST-ASTI. DOST-ASTI reserves the right not to issue a Certificate of Satisfactory Performance based on non-submission of any of the items below:

9.7.1. Test results/Report for leak test/s

9.7.2. Final Project Report including photo documentation before, during and after implementation works. Each photo-documentation should have the date and time stamps in jpg-format.

9.7.3. Warranty Certificate of at least three (3) years against poor workmanship and defects traceable to materials.

## 10. PROGRESS PAYMENT

10.1. Advance Payment for Mobilization

10.1.1. DOST-ASTI may allow advance payment not to exceed fifteen percent (15%) of the contract amount as mobilization cost, subject to the submission of irrevocable standby letter of credit or bank guarantee or surety bond.

10.2. The Contractor may submit a request for payment of work accomplice. Such request for payment shall be verified and certified by DOST-ASTI's Representative. Except as otherwise stipulated in the Contract, materials and equipment delivered on site but not completely put in place shall not be included for payment.

## 11. SUSPENSION OF WORK

11.1. DOST-ASTI shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary due to force majeure of any fortuitous events or for failure on the part of Contractor to correct bad conditions which are unsafe for workers or for general public, to carry out valid orders given by DOST-ASTI or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply

with such order to suspend the work wholly or partly. In light of the suspension, the contractor shall provide a revised timeline for the remaining tasks, considering potential delays. Additionally, include a brief impact analysis on milestones.

**12. LIQUIDATED DAMAGES**

12.1. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for everyday delay. Once the cumulative number of liquidated damages reaches 10% of the amount of the contract, DOST-ASTI shall rescind the contract, without prejudice to other courses of action and remedies open to it.

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

**Php 997,000.00**

**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.*