



**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement: Lease of privately Owned Real Property		
Deadline of Submission of Bids:	Dec-11-2023, 2:00 PM		
RFQ No.:	23-11-4655	Date:	December-05-2023
PR No.:	ALAM-23-11-18287	Date:	November-09-2023

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>ONE (1) LOT LEASE OF OFFICE SPACE AND STORAGE UNIT</p> <p>1. GENERAL STATEMENT / BACKGROUND / OBJECTIVES</p> <p>1.1. The DOST-ASTI is seeking a qualified and competent lessor for the lease of office space and storage unit in Davao City pursuant to Section 53.10 (Lease of Real Property and Venue) of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. Said office space and storage unit shall be used by the Automated Labeling Machine (ALAM) Project Team based in Davao City to conduct research and operations.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and charges.</p> <p>2.1. Premises to be leased must be/have:</p> <p>2.1.1. Free and clear of any liens/encumbrances and not subject to/involved in any suit;</p> <p>2.1.2. An area of at least 120 square meters each for office space and storage unit, in one (1) building;</p> <p>2.1.3. Accessible via public and private transportation;</p> <p>2.1.4. Good air-conditioning system;</p> <p>2.1.5. Main meter and/or sub-meter for electrical and water supply exclusively;</p>	1	lot	1800000.00	1,800,000.00

- 2.1.6. Provision for internet and telephone lines;
- 2.1.7. Sufficient supply of usable water in the building;
- 2.1.8. Power provision of at least 110kVA;
- 2.1.9. Backup power or generator set;
- 2.1.10. Sufficient and in good working condition electrical fixtures such as lighting fixtures and convenience outlets.;
- 2.1.11. Secured entry and space with 24/7 security personnel and CCTV surveillance;
- 2.1.12. Janitorial services for common areas;
- 2.1.13. Updated payment of real property taxes and assessments, etc.;
- 2.1.14. Comfort rooms with working fixtures such as lavatory, bidet, and water closet for both males and females.;
- 2.1.15. Elevator or lift to transport staff between levels;
- 2.1.16. In compliance with RA 9514 (Fire Code of the Philippines); and
- 2.1.17. Parking space and service areas.

2.2. Lessor shall:

- 2.2.1. Keep a quiet and peaceful possession of the leased premises during the term of the lease; and
- 2.2.2. In case of a change in ownership of the leased premises, the lease shall not be affected.

2.3. Term of Lease

- 2.3.1. The basic term of lease of contract shall be for six (6) months only.
- 2.3.2. The Procuring Entity (PE) may renew its lease contract subject to the Guidelines on Renewal of Regular and Recurring Services. If It does not, then the PE should procure a new lease contract in accordance with Section 53.10 of the 2016 revised IRR of RA No. 9184.

3. PAYMENT AND DELIVERY TERMS

- 3.1. Unit shall be made available for inspection, sanitized and cleaned, and ready for occupancy within ten (10) calendar days upon issuance of Notice to Proceed.
- 3.2. A single advance payment not to exceed fifty percent (50%) of the contract amount shall be allowed pursuant to Section 4.3 of Annex "D" or Contract Implementation Guidelines for the Procurement of Goods, Supplies, and Materials of the 2016 revised IRR of RA No. 9184. Said advance payment shall be consumed, as monthly rental, in the last three (3) months of the contract's duration.
- 3.3. Lease payment shall be made, on a monthly basis, in the succeeding months, upon submission of billing.
- 3.4. Monthly payment of lease is inclusive of government taxes and other applicable charges.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 1,800,000.00

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.