



**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:	Apr-08-2024, 2:00 PM		
RFQ No.:	24-04-4738	Date:	April-02-2024
PR No.:	GAA-24-03-18868	Date:	March-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>Lease of Storage Unit</p> <p>1. Background / Objectives.</p> <p>1.1. Lease of off-site storage unit to securely store and access various equipment, supplies and materials.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. General.</p> <p>2.1.1. Lease shall be governed by applicable provisions of RA 9184 and its IRR in general, and Lease of Real Property and Venue in particular.</p> <p>2.2. Lease Factors.</p> <p>2.2.1. Location and Site Condition.</p> <p>2.2.1.1. Accessibility.</p> <p>2.2.1.1.1. Within 10 km driving distance from DOST-ASTI.</p> <p>2.2.1.1.2. 24/7 access to storage unit.</p> <p>2.2.1.2. Parking Space.</p> <p>2.2.1.2.1. Dedicated parking.</p> <p>2.2.1.2.2. Can accommodate vans and large trucks.</p> <p>2.2.1.3. Other added amenities.</p>	1	lot	220000.00	220,000.00

2.2.1.3.1. Elevated loading/unloading bay that can accommodate vans or trucks (Pass/Fail criteria, see Table of Rating Factors Lease of Storage Unit).

2.2.2. Neighborhood Data.

2.2.2.1. Prevailing rental rate.

2.2.2.1.1. Prevailing rental rate of similar storage units within specified location for the space requirements under consideration.

2.2.2.1.2. Maximum monthly rental rate of P20,000.00 per month for the space requirements under current consideration.

2.2.2.1.3. Maximum monthly rental rate may vary subject to future expansion or reduction of the leased space.

2.2.2.1.4. Maximum of one (1) month security deposit.

2.2.2.2. Property utilization.

2.2.2.2.1. Property operated as a storage unit facility.

2.2.3. Real Estate.

2.2.3.1. Structural condition: New and modern facilities.

2.2.3.2. Functionality.

2.2.3.2.1. Module.

2.2.3.2.1.1. Leased space type: Storage unit.

2.2.3.2.1.2. Wide storage unit doors for ingress/egress of items.

2.2.3.2.1.3. Adequate hallway width to move items.

2.2.3.2.2. Light and ventilation.

2.2.3.2.2.1. Lighted storage unit and hallways.

2.2.3.2.2.2. Adequate ventilation.

2.2.3.2.3. Space requirements.

2.2.3.2.3.1. One (1) storage unit of 18 sqm minimum space, preferably located on the ground floor (Pass/Fail criteria, see Table of Rating Factors Lease of Storage Unit).

2.2.3.2.3.2. Capacity and potential for space expansion.

2.2.3.3. Facilities.

2.2.3.3.1. Lighting system.

2.2.3.3.1.1. Provision for emergency lighting.

2.2.3.3.2. Elevator.

2.2.3.3.2.1. Multi-storey storage unit facilities are required to have a freight elevator of sufficient size, entrance, and loading capacity to transport items to the upper floors.

2.2.3.3.3. Fire escapes.

2.2.3.3.4. Firefighting equipment.

2.2.3.3.4.1. Fire detection and alarm system.

2.2.3.3.4.2. Fire suppression system: Portable and ceiling type.

2.2.3.4. Other requirements.

2.2.3.4.1. Maintenance.

2.2.3.4.1.1. Facility should be well maintained.

2.2.3.4.2. Attractiveness.

2.2.3.4.2.1. Facility should be reasonably appealing

in appearance.

2.2.4. Free Services and Facilities.

2.2.4.1. Janitorial and security.

2.2.4.1.1. Leased storage unit accessible only by DOST-ASTI authorized personnel.

2.2.4.1.2. 24/7 on-site security guards.

2.2.4.1.3. Security and alarm system including Closed Circuit TV (CCTV).

2.2.4.1.4. Electronic security system to access facility.

2.2.4.1.5. DOST-ASTI, upon its request, shall be provided access to, or copies of, CCTV security footage and access logs related to its leased space, including monitored entry ways, approaches, or passages thereto.

2.2.4.1.6. Clean facilities with janitorial personnel.

2.2.4.2. Repair and maintenance.

2.2.4.2.1. Facility and storage units should be well-maintained.

2.2.4.2.2. Lessor is responsible for repairs to the leased space, as applicable.

2.2.4.3. Water and light consumption.

2.2.4.3.1. Water and light consumption charges are included in overall rental fee.

2.2.4.4. Secured parking space.

2.2.4.5. Facility Equipment.

2.2.4.5.1. Material handling equipment such as trolleys, pallet jack, pallet truck, ladders, and the like for use by DOST-ASTI to facilitate transport of items within the property.

2.3. Storage Unit Facility Information.

2.3.1. To facilitate proper assessment of the storage unit facilities the following information are requested:

2.3.1.1. Storage Unit Facility Type.

2.3.1.1.1. Indicate if Single-Storey or Multi-Storey facility.

2.3.1.2. Storage Unit Location.

2.3.1.2.1. Indicate if storage unit is located on the ground floor or on upper floors.

2.3.1.3. Capacity and Potential for Space Expansion.

2.3.1.3.1. List or summary of quantity of storage units within the facility (vacant and non-vacant)

2.3.1.3.2. List or summary of total storage unit dimensions/floor area within the facility (vacant and non-vacant).

The basic principle for assessing capacity and potential for space expansion is that storage unit facilities with many storage units and/or have a high total storage unit space have a higher probability of being able to provide space expansion options to a lessee at some future date, i.e., a currently vacant, or soon-to-be vacant, storage unit will meet the lessee's future space expansion requirements.

2.3.1.4. Elevator.

2.3.1.4.1. For multi-storey facilities provide elevator dimensions: Length (L), Width (W), Height (H), preferably in metric units (meter or centimeter).

2.3.2. If the requested information is not submitted, or cannot be independently obtained, then penalty provisions for assessing points in the Lease of Storage Unit Table of Rating Factors will apply.

2.3.3. DOST-ASTI reserves the right to inspect the storage unit facility during, and as part of, bid evaluation.

2.4. Lease Period.

2.4.1. Lease Start Date: 22 April 2024 (earliest).

2.4.1.1. Lease Start Date will be reckoned to actual turnover of leased space to DOST-ASTI.

2.4.2. Lease End Date: 31 December 2024.

2.4.3. Lease contract amount will be prorated/adjusted to the actual Lease Start Date, with consideration to other related fixed charges such as administrative fee, security deposit, and the like.

2.4.4. Unless otherwise terminated lease automatically renews monthly until the Lease End Date.

2.5. Renewal.

2.5.1. DOST-ASTI may renew the lease contract subject to existing and applicable provisions.

2.6. Expansion or Reduction of the Leased Space.

2.6.1. For efficiency and economy, during the effectivity of the contract, or upon its renewal, the DOST-ASTI may consider the expansion or reduction of the space provided by the existing lessor, provided that the leased premises can accommodate the space requirements of the DOST-ASTI in case of expansion, based on the need of the DOST-ASTI and the best way by which such need may be addressed and satisfied, subject to existing budgeting, accounting and auditing rules.

2.7. Termination of Lease.

2.7.1. DOST-ASTI reserves the right to terminate the lease at any time during the duration of the current contract and upon DOST-ASTI's issuance of at least 15 days' notice.

2.7.2. Balance of lease/rental payments, as applicable, will be prorated/adjusted to the date/month, as applicable, that the leased space has been vacated.

2.7.3. Balance of security deposit and any other reimbursable funds, if any, shall be refunded to DOST-ASTI within 30 calendar days after the leased space has been vacated.

2.8. Amendments.

2.8.1. Any amendment to the lease contract during the duration of the lease shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.

2.9. Other.

2.9.1. Provision and supply to DOST-ASTI of one (1) heavy duty padlock with two (2) keys to secure the storage unit.

3. Delivery and Payment.

3.1. Delivery.

3.1.1. Turnover of leased space to DOST-ASTI within five (5) calendar days from issuance of Notice to Proceed (NTP).

3.1.2. Should the delivery date deadline fall on a non-working day, such as a weekend, non-working holiday, or work suspension, then the delivery date deadline shall be adjusted to the following working day.

3.2. Bid price shall be inclusive of taxes, charges, and all other related fees.

3.3. Payment Terms.

3.3.1. Payment of related initial fixed upfront costs, fees, charges, deposits and the like, as applicable.

3.3.2. Monthly lease/rental payments.

3.3.3. Prescribed government terms.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 220,000.00

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.*