



**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>	May-19-2025, 2:00 PM		
<b>RFQ No.:</b>	25-05-5241	<b>Date:</b>	May-14-2025
<b>PR No.:</b>	GAA-25-05-21170	<b>Date:</b>	May-06-2025

*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.

**JEFFREY A. ABOROT**  
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>PMS of the Temperature and Humidity Chamber</b> 1. GENERAL OVERVIEW: 1.1. DOST-ASTI is seeking qualified and competent bidders/service providers to conduct the Preventive Maintenance Service (PMS) of the Temperature and Humidity Chamber to ensure the continuous operation of the Testing Laboratory at the Electronics Product Development Center (EPDC). 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.  2. SCOPE OF WORK 2.1. PMS of Temperature Humidity Chamber with the following details: 2.1.1. Equipment Details: 2.1.1.1. Model: MHK-408AK 2.1.1.2. Property Number: 00-19-250 002 0052-00048 2.1.1.3. Serial Number: 1071222  2.2. The preventive maintenance shall include, but is not limited to, the following: 2.2.1. Cooling System 2.2.1.1. Check water level	1	lot	51716.00	51,716.00

- 2.2.1.2. Ensure water circulation
- 2.2.1.3. Inspect for possible leaks
- 2.2.1.4. Verify if the humidifier tank contains water

#### 2.2.2. Filters and Tubing

- 2.2.2.1. Inspect water filters
- 2.2.2.2. Check silicone tubing
- 2.2.2.3. Cleaning and replacement of wear-and-tear parts
- 2.2.2.4. Replace water filter and silicone tubing

#### 2.2.3. Electrical and Mechanical Components

- 2.2.3.1. Inspect wiring connections and tighten if necessary
- 2.2.3.2. Check operation of fan, heater, and door seal
- 2.2.3.3. Lubricate applicable moving parts
- 2.2.3.4. Inspect sensors and ensure correct operation

#### 2.2.4. General Cleaning

- 2.2.4.1. Perform external and internal cleaning of the chamber
- 2.2.4.2. Remove dust, dirt, and residue from chamber walls, shelves, and vents
- 2.2.4.3. Clean control panel and user interface surfaces

#### 2.3. Service Report Requirement

2.3.1. A comprehensive Service Report shall be submitted by the service provider upon completion of the preventive maintenance. The report must include, but is not limited to, the following:

- 2.3.1.1. Description of maintenance activities performed
- 2.3.1.2. Observations and findings during inspection
- 2.3.1.3. Actions taken (e.g., parts replaced, adjustments made)
- 2.3.1.4. Photos of before and after maintenance (if applicable)
- 2.3.1.5. Confirmation of general cleaning performed
- 2.3.1.6. Recommendations for further action, if any
- 2.3.1.7. Name and signature of technician/s

### 3. WARRANTY

- 3.1. The service provider shall provide a warranty of at least ninety (90) calendar days from the date of acceptance of the PMS.
- 3.2. The warranty shall cover workmanship and any parts replaced during the maintenance.
- 3.3. Any issues or failures arising within the warranty period that are related to the scope of the preventive maintenance must be corrected by the service provider at no additional cost to DOST-ASTI.

### 4. DELIVERY SCHEDULE

- 4.1. PMS must be completed within thirty (30) calendar days upon issuance of Notice to Proceed.
- 4.2. PMS shall be conducted at EPDC Building located at MIRDC Compd., Gen. Santos Ave., Bicutan, Taguig City.

## 5. PAYMENT TERMS

- 5.1. Price is inclusive of taxes and other service charges, i.e., labor, miscellaneous expenses, among others.
- 5.2. Government terms. Full payment will only be processed once the service is completely delivered, inspected, and accepted by the end-user.

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

**Php 51,716.00**

## 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.*