



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Small-value Procurement		
Deadline of Submission of Bids:	Feb-03-2026, 2:00 PM		
RFQ No.:	26-01-5558	Date:	January-30-2026
PR No.:	GAA-26-01-22589	Date:	January-20-2026

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. 1212/1214.

Thank you.

JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Preventive Maintenance Services for Airconditioning Units</p> <p>1. OBJECTIVE</p> <p>1.1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to engage the services of a service provider duly authorized and with the necessary expertise, experience, and capacity to maintain and/or recommend replacement of parts accessories of various brands of its Air-Conditioning Units.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and other charges, broken down as follows:</p> <p>1.2.1. Preventive maintenance services for DOST-ASTI and University of the Philippines (UP) - National Engineering Center (NEC) – Four Hundred Twenty Thousand Pesos Only (₱420,000.00); and</p> <p>1.2.2. Preventive maintenance for Electronics Product Development Center (EPDC) – Three Hundred Thousand Pesos Only (₱300,000.00).</p> <p>1.2.3. Breakdown of quotations for DOST-ASTI and EPDC, which must be within the ABC per location, must be submitted to the DOST-ASTI BAC and its Secretariat.</p>	1	lot	720000.00	720,000.00

2. PROJECT COVERAGE AND LOCATION

2.1. The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units located at:

2.1.1. DOST-ASTI Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.;

2.1.2. UP-NEC, Diliman, Quezon City 1101; and

2.1.3. EPDC, MIRDC Comp., Gen. Santos Ave., Bicutan, Taguig City 1631.

2.2. The contract period shall be until 31 December 2026.

3. QUALIFICATIONS OF SERVICE PROVIDER

3.1. The service provider must have the required experience and expertise to carry out preventive maintenance services. The following must be submitted as part of evaluation of quotations upon notice of DOST-ASTI:

3.1.1. Must be in the business of air-conditioning preventive maintenance services in three (3) years (Department of Trade and Industry Registration, Business Permit).

3.1.2. Certified technicians with at least two (2) years working experience in preventive maintenance of air conditioning units to be assigned to DOST-ASTI. Biodata or resume must be submitted ten (10) calendar days upon issuance of Notice to Proceed (NTP).

3.1.3. Must have attended relevant training within three (3) years, as evidenced by training certificates or equivalent proof of technicians who will be assigned to DOST-ASTI. Training certificates must be submitted ten (10) calendar days upon issuance of NTP.

3.1.4. Proven track record in rendering satisfactory provision of air conditioning preventive maintenance services in the last three (3) years. Submit a copy of at least three (3) certificates of satisfactory rating issued by current or previous clients ten (10) calendar days upon issuance of NTP.

4. SCOPE OF WORK

4.1. Quarterly Preventive Maintenance must include and comply with the scope of work entailed in the Terms Sheet.

4.1.1. Other Services

4.1.1.1. Emergency "call-in" provisions;

4.1.1.2. Free check-up, troubleshooting and, minor repair;

4.1.1.3. Should respond within twenty-four (24) hours upon receipt of call;

4.1.1.4. Cost of replacement of parts is excluded;

4.1.1.5. Prepare and submit a clear and detailed service report including the findings and recommendations for evaluation; and

4.1.1.6. In case of delivery of new air

conditioning units, DOST-ASTI and EPDC shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

5. NOTES

5.1. Price must be inclusive of taxes and other charges.

5.2. The number of air-conditioning units per division/room is indicated in the Term Sheet.

6. SCHEDULE OF PREVENTIVE MAINTENANCE

6.1. The schedule of preventive maintenance for DOST-ASTI and NEC must be completed on or before:

6.1.1. 1st Quarter -21 February 2026 (Subject to change)

6.1.2. 2nd Quarter - 16 May 2026

6.1.3. 3rd Quarter - 8 August 2026

6.1.4. 4th Quarter - 7 November 2026

6.2. The schedule of preventive maintenance for EPDC must be completed on or before:

6.2.1. 1st Quarter - 21 March 2026 (Subject to change)

6.2.2. 2nd Quarter -13 June 2026

6.2.3. 3rd Quarter - 05 September 2026

6.2.4. 4th Quarter - 28 November 2026

7. OBLIGATIONS OF THE SERVICE PROVIDER

7.1. The obligations of the service provider are indicated in the Term Sheet.

8. DUTIES AND RESPONSIBILITIES OF DOST-ASTI

8.1. The duties and responsibilities of DOST-ASTI are indicated in the Term Sheet.

9. PAYMENT SCHEDULE

9.1. Payment to the service provider shall be made on a quarterly basis upon acceptance of DOST-ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

10. LIQUIDATED DAMAGES

10.1. 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 (RA) No. 12009 and its Implementing Rules and Regulations (IRR). DOST-ASTI and EPDC reserve the right to rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract.

11. OTHER TERMS AND CONDITIONS

	<p>11.1. The Contract may be extended, renewed, and amended subject to the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.</p> <p>11.2. Should there be any discrepancy between the purchase request and the Term Sheet, the provisions set forth in the latter shall prevail.</p>				
2	<p>Preventive Maintenance Services for Airconditioning Units</p> <p>1. OBJECTIVE</p> <p>1.1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to engage the services of a service provider duly authorized and with the necessary expertise, experience, and capacity to maintain and/or recommend replacement of parts accessories of various brands of its Air-Conditioning Units.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and other charges, broken down as follows:</p> <p>1.2.1. Preventive maintenance services for DOST-ASTI (RDC - Precision Airconditioning Unit) - Three Hundred Twenty Thousand Pesos Only (₱320,000.00); and</p> <p>1.2.2. Breakdown of quotations for DOST-ASTI (RDC), which must be within the ABC, must be submitted to the DOST-ASTI BAC and its Secretariat.</p> <p>2. PROJECT COVERAGE AND LOCATION</p> <p>2.1. The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units located at:</p> <p>2.1.1. DOST-ASTI Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.;</p> <p>2.2. The contract period shall be until 31 December 2026.</p> <p>3. QUALIFICATIONS OF SERVICE PROVIDER</p> <p>3.1. The service provider must have the required experience and expertise to carry out preventive maintenance services. The following must be submitted as part of evaluation of quotations upon notice of DOST-ASTI:</p> <p>3.1.1. Must be in the business of air-conditioning preventive maintenance services in three (3) years (Department of Trade and Industry Registration, Business Permit).</p> <p>3.1.2. Certified technicians with at least two (2) years working experience in preventive maintenance of air conditioning units to be assigned to DOST-ASTI. Biodata or resume must be submitted ten (10) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>3.1.3. Must have attended relevant training within three (3) years, as evidenced by training certificates or equivalent proof of technicians who will be assigned to</p>	1	lot	320000.00	320,000.00

DOST-ASTI. Training certificates must be submitted ten (10) calendar days upon issuance of NTP.

3.1.4. Proven track record in rendering satisfactory provision of air conditioning preventive maintenance services in the last three (3) years. Submit a copy of at least three (3) certificates of satisfactory rating issued by current or previous clients ten (10) calendar days upon issuance of NTP.

4. SCOPE OF WORK

4.1. Quarterly Preventive Maintenance must include and comply with the scope of work entailed in the Terms Sheet.

4.1.1. Other Services

4.1.1.1. Emergency "call-in" provisions;

4.1.1.2. Free check-up, troubleshooting and, minor repair;

4.1.1.3. Should respond within twenty-four (24) hours upon receipt of call;

4.1.1.4. Cost of replacement of parts is excluded;

4.1.1.5. Prepare and submit a clear and detailed service report including the findings and recommendations for evaluation; and

4.1.1.6. In case of delivery of new air conditioning units, DOST-ASTI shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

5. NOTES

5.1. Price must be inclusive of taxes and other charges.

5.2. The number of air-conditioning units per division/room is indicated in the Term Sheet.

6. SCHEDULE OF PREVENTIVE MAINTENANCE

6.1. The schedule of preventive maintenance for DOST-ASTI (RDC) must be completed on or before:

6.1.1. 1st Quarter -21 February 2026 (Subject to change)

6.1.2. 2nd Quarter - 16 May 2026

6.1.3. 3rd Quarter - 8 August 2026

6.1.4. 4th Quarter - 7 November 2026

7. OBLIGATIONS OF THE SERVICE PROVIDER

7.1. The obligations of the service provider are indicated in the Term Sheet.

8. DUTIES AND RESPONSIBILITIES OF DOST-ASTI

8.1. The duties and responsibilities of DOST-ASTI are indicated in the Term Sheet.

9. PAYMENT SCHEDULE

9.1. Payment to the service provider shall be made

on a quarterly basis upon acceptance of DOST-ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

10. LIQUIDATED DAMAGES

10.1. 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 (RA) No. 12009 and its Implementing Rules and Regulations (IRR). DOST-ASTI reserve the right to rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract.

11. OTHER TERMS AND CONDITIONS

11.1. The Contract may be extended, renewed, and amended subject to the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.

11.2. Should there be any discrepancy between the purchase request and the Term Sheet, the provisions set forth in the latter shall prevail.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 1,040,000.00

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 Section 34 (Small Value Procurement) and Section 35 (Negotiated Procurement) of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the following documents shall be submitted, except for Negotiated Procurement under Sections 35.1 (Two Failed Biddings) and 35.5 (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 35.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the IRR of RA No. 12009 will not apply to artists such as singers, performers, poets, writers, painters, and sculptors who are engaged in business.

**Requirements under Section 35.9 (Lease of Real Property or Venue) of the IRR of RA No. 12009, 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, a 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 in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 71.1.4 of the IRR of RA No. 12009; 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 Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.