



**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>	Apr-04-2023, 2:00 PM		
<b>RFQ No.:</b>	23-03-4294	<b>Date:</b>	March-30-2023
<b>PR No.:</b>	GAA-23-03-16294	<b>Date:</b>	March-10-2023

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>Preventive Maintenance Services for Airconditioning Units</b></p> <p>1. OBJECTIVE</p> <p>The DOST-Advanced Science and Technology Institute intends to engage the services of Bidder/Contractor duly authorized and with the necessary expertise, experience and capacity to maintain and/or recommend replacement of parts accessories of various brands of Air-Conditioning Units.</p> <p>2. PROJECT COVERAGE</p> <p>The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units of ASTI and EPDC.</p> <p>3. LOCATION</p> <p>A. ASTI Building and grounds located at C.P. Garcia Ave., U.P. Diliman 1101, Quezon City.</p> <p>B. Electronic Product Development Center (EPDC) with office address at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig City.</p> <p>4. CONTRACT PERIOD</p>	1	lot	492000.00	492,000.00

The contract period if for March 2023 to December 2023

## 5. QUALIFICATIONS OF SERVICE PROVIDER

The SERVICE PROVIDER must have the required experience and expertise to carry out the preventive maintenance services. The following must be submitted as part of the post-qualification:

- A. Must be in business of air-conditioning preventive maintenance services in three (3) years (DTI Registration, Business Permit).
- B. Certified technicians with at two (2) years working experience in preventive maintenance of air conditioning units to be assigned in ASTI.
- C. Must have attended relevant training within three (3) years, as evidenced by training certificates of technicians who will be assigned to ASTI.
- D. Proven track record in rendering satisfactory provision of air conditioning preventive maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous current including ASTI).

## 6. SCOPE OF WORK

A. Quarterly Preventive Maintenance must include and complied the scope of work entailed in the Terms of Reference (TOR).

### B. Other Services

- 1. Emergency "Call-in" Provisions;
- 2. Free Check-up, troubleshooting and ,minor repair;
- 3. Should respond within 24 hours upon receipt of call;
- 4. Cost of replacement of parts is excluded;
- 5. Prepare and submit clear and detailed service report including the findings and recommendations for evaluation.
- 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.

### C. Notes

- 1. Inclusive of taxes and other charges.
- 2. The number of Air-conditioning units per division/room is indicated in the Terms of References (TOR).

## 7. SCHEDULE OF PREVENTIVE MAINTENANCE

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

- a) 2nd Quarter – 13 May 2023
- b) 3rd Quarter – 12 August 2023
- c) 4th Quarter – 14 October 2023

The schedule of preventive maintenance for EPDC

shall be as follows:

- a) 2nd Quarter –3 June 2023
- b) 3rd Quarter – 2 September 2023
- c) 4th Quarter – 2 December 2023

## 8. OBLIGATIONS OF THE SERVICE PROVIDER

8.1. Conduct the quarterly preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Air-conditioning units during the period coverage. Quotation must include the supplies/materials needed for replacement (breakdown of materials cost shall also be provided).

8.2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.

8.3. Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to ASTI and EPDC.

8.4. Submits Service Report to the customer or site representative upon completion of work, before leaving the site. Detailed Incident Report may also be requested for further information needed.

8.5. In case of major repair, the supplier will submit quotation of materials and spare parts needed, including scope of work to be done (applicable only if the unit is no longer under warranty).

8.6. Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.

8.7. Designate a head office-based personnel who will be responsible in managing and providing administrative support services. 24/7 support thru phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities. Response time is within 4 hours from receipt of call.

## 9. DUTIES AND RESPONSIBILITIES OF ASTI

The ASTI, through Property and Supply Section, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the Contract.

During each scheduled preventive maintenance, an authorized representative of ASTI and EPDC shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment are secured.

10. PAYMENT SCHEDULE

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

11. WARRANTY

Validity of Comprehensive Service Repair and Preventive Maintenance Program shall be within the contract period upon Notice to proceed and start of preventive maintenance.

12. LIQUIDATED DAMAGES

Non-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages of the Contract Price by the winning Service Provider. ASTI and EPDC reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.

13. DISPUTE RESOLUTION

13.1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

13.2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

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

**Php 492,000.00**

**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.