



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

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|--|--|--------------|-------------------|
| Kind of Procurement Activity: | Negotiated Procurement:Small-value Procurement | | |
| Deadline of Submission of Bids: | Sep-12-2022, 2:00 PM | | |
| RFQ No.: | 22-09-4000 | Date: | September-07-2022 |
| PR No.: | GAA-22-08-14380 | Date: | August-01-2022 |

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.

EMMANUEL P. BALINTEC
BAC Chairperson

| NO. | TECHNICAL SPECIFICATIONS | QTY | UNIT | UNIT PRICE(Php) | TOTAL PRICE(Php) |
|-----|---|-----|------|-----------------|------------------|
| 1 | <p>Preventive Maintenance Services for DOST-ASTI Toyota Innova</p> <p>1. GENERAL OVERVIEW</p> <p>The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of Preventive Maintenance Services for DOST-ASTI Toyota Innova.</p> <p>1.1. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.2. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>1.3. The procurement of Preventive Maintenance Services for DOST-ASTI Toyota Innova (with Property No. 1.1.4) is needed and must be conducted every 10,000 kms or every 6 months, whichever comes first, to maintain the vehicles good running condition.</p> <p>2. SCOPE OF WORK</p> <p>2.1. Perform 170,000 kms check-up</p> <p>2.2. Replacement of Gasket</p> <p>2.3. Replacement of Oil Filter</p> <p>2.4. Replacement of TW WF</p> | 1 | lot | 22500.00 | 22,500.00 |

- 2.5. Fully Synthetic Genuine Engine Oil (7 Liters)
- 2.6. Injector Cleaner
- 2.7. Engine Detailing
- 2.8. Brake Cleaner
- 2.9. Courtesy Item
- 2.10. PPE
- 2.11. Maintenance Materials
- 2.12. Nitro Inflation
- 2.13. Engine Treatment
- 2.14. Transmission Treatment
- 2.15. Cabin Fumigation
- 2.16. Inspect Brake Pads and Disc
- 2.17. Inspect Steering Wheel and Linkages
- 2.18. Inspect Brake and Clutch Fluid
- 2.19. Inspect Brake line pipes and hoses
- 2.20. Inspect lights, horn, wipers and washer
- 2.21. Inspect Air Conditioning
- 2.22. Cleaning of Headlight Case
- 2.23. Inspect drive belts
- 2.24. Inspect Battery
- 2.25. Inspect Air Conditioning
- 2.26. Inspect Transmission oil/fluid
- 2.27. Tighten Bolts and Rear Suspension
- 2.28. Tighten Nuts on Chassis
- 2.29. Clean and adjust brake and handbrake
- 2.30. Inspect Ball joints and Dust Covers
- 2.31. Inspect Steering Wheel and Linkage
- 2.32. Inspect Exhaust pipes and Mountings
- 2.33. Inspect PCV Valves, Ventilation hoses and Connections
- 2.34. Inspect tires and inflation pressure
- 2.35. Perform Road Test
- 2.36. Miscellaneous

3. DELIVERY AND PAYMENT TERMS

- 3.1. Must be an authorized service center by Toyota.
- 3.2. Provide a report or recommendation, if necessary.

4. DELIVERY AND PAYMENT TERMS

- 4.1. Preventive Maintenance Services of DOST-ASTI Toyota Innova 1.1.4 must be completed within 15 working days upon turnover by DOST-ASTI to the service center.
- 4.2. Payment shall be made only upon certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.

Note: Item Nos. 1 and 2 of this Purchase Request shall be awarded to one bidder to ensure proper accountability of warranty obligation of services, if any.

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|---|---|---|-----|----------|-----------|
| 2 | Repair/Replacement of parts for Toyota Innova 1. GENERAL OVERVIEW | 1 | lot | 70520.00 | 70,520.00 |
|---|---|---|-----|----------|-----------|

The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of Preventive Maintenance Services for DOST-ASTI Toyota Innova.

- 1.1. The approved budget for the contract is inclusive of all applicable government taxes and services charges.
- 1.2. The technical specifications indicated herein are minimum requirements, unless otherwise specified.
- 1.3. The procurement of Repair and Replacement of parts for DOST-ASTI Toyota Innova (with Property No. 1.1.4) is needed to maintain and improve the vehicles good running condition.

2. SCOPE OF WORK

- 2.1. Perform Aircon Cleaning
 - 2.1.1 Replacement of Front Expansion Valve
 - 2.1.2. Replacement of Rear Expansion Valve
 - 2.1.3. Replacement of Receiver Dryer
 - 2.1.4. Replacement of Aircon Filter
 - 2.1.5. Replacement of Evaporator Front
 - 2.1.6. Replacement of Evaporator Rear
 - 2.1.7. Aircare
 - 2.1.8. Aircon Materials
- 2.2. Perform and Replace Wiper Blade Assy LH/RH
- 2.3. Perform and Replace Front RH Wheel Bearing
- 2.4. Perform and Replace Tie Rod RH
- 2.5. Perform and Replace Engine Support LH/RH
- 2.6. Machine Shop Press Job

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- 4.1. Repair and replacement of parts of DOST- ASTI Toyota Innova 1.1.4 must be completed within 15 working days upon turnover by DOST-ASTI to the service center.
- 4.2. Payment shall be made only upon certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.

Note: Item Nos. 1 and 2 of this Purchase Request shall be awarded to one bidder to ensure proper accountability of warranty obligation of services, if any.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 93,020.00

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.