



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Feb-07-2024, 2:00 PM		
RFQ No.:	24-01-4664	Date:	February-02-2024
PR No.:	GAA-24-01-18552	Date:	January-17-2024

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>Preventive Maintenance Services for Generator Sets</p> <p>1. BACKGROUND and OBJECTIVES</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 necessary expertise, experience, and capacity to maintain and/or recommend replacement of parts accessories of its generator sets.</p> <p>1.2. The Approved Budget of the Contract (ABC) is inclusive of all applicable government taxes and other charges, broken down as follows:</p> <p>1.2.1. Preventive maintenance for DOST-ASTI - Three Hundred Seventy-Three Thousand Three Hundred Forty Pesos Only (₱373,340.00); and</p> <p>1.2.2. Preventive maintenance for Electronic Product Development Center (EPDC) - Two Hundred Fifty-One Thousand Six Hundred Eighty Pesos Only (₱251,680.00).</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 BAC Secretariat.</p> <p>1.3. Bidders must comply with all specifications</p>	1	lot	625020.00	625,020.00

contained in this PR and Annex "A".

2. SERVICE COVERAGE

2.1. The scope of services covers comprehensive maintenance and services for generator sets of DOST-ASTI and EPDC.

3. LOCATIONS

3.1. ASTI Building and grounds located at C.P. Garcia Ave., U.P. Diliman 1101, Quezon City

3.2. Electronic Product Development Center (EPDC) with office address at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig City.

4. CONTRACT PERIOD

4.1. The contract period is from January 2024 to December 2024.

5. QUALIFICATION OF SERVICE PROVIDER

The SERVICE PROVIDER must have the required experience and expertise to carry out the preventive maintenance services. The following must be attached upon submission of quotations:

5.1. Must be in business of generator maintenance services for the past three (3) years (Securities and Exchange Commission/Department of Trade and Industry Registration, Business Permit) and a distributor of the brand of generator sets installed in DOST-ASTI and EPDC;

5.2. Certified technician/s with at least three (3) years working experience in preventive maintenance of generators to be assigned in DOST-ASTI and EPDC;

5.3. Must have attended relevant training within the last three (3) years, as evidenced by training certificates of technicians, who will be assigned to DOST-ASTI and EPDC;

5.4. Proven track record in rendering satisfactory provision of generator maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous client, other than DOST-ASTI);

5.5. Must provide a copy of Certificate of Manufacturer's Authorized Distributorship of FG Wilson and Perkins spare parts; and

5.6. Must have an Authorized Service Center or must be a Certified Service Provider in the Philippines to conduct service repair and preventive maintenance for FG Wilson and Perkins Generator Sets.

6. SCOPE OF WORK

6.1. The generator details, Preventive Maintenance Services of Automatic Transfer Switches and synchro panel, rating, model, and location are stipulated in the attached Annex "A"; and

6.2. The scope of General Preventive Maintenance, starting system, control panel, testing, megger test,

battery, and sanitation as specified in Annex "A" shall be complied with.

7. OBLIGATIONS OF THE SERVICE PROVIDER

7.1. Conduct the monthly preventive maintenance, check-ups, and related minor repairs according to schedule to ensure reliable operation of the generator sets during the period coverage. Quotation must include the supplies/materials needed for replacement of engine oil, coolant, and filters; hence, breakdown cost of materials must be provided;

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

7.3. Undertake minor adjustments and repairs as required in the manufacturer's periodic schedule.

Labor and supplies at no cost to DOST-ASTI or EPDC;

7.4. Submit service report to the customer or site representative upon completion of work, before leaving the site. A detailed report may also be requested for further information needed;

7.5. For units that are no longer under warranty, the service provider will submit a quotation for materials and spare parts needed, including the scope of work to be done in case of major repair;

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

7.7. Designate a head office-based personnel who will be responsible for managing and providing administrative support services. 24/7 support through 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 four hours from receipt of call; and

7.8. Provides related maintenance training on site to the end-user's representative during the scheduled check-up service.

8. SCHEDULE OF PREVENTIVE MAINTENANCE

8.1. The schedule of preventive maintenance for DOST-ASTI shall be as follows:

8.1.1. General Preventive Maintenance

8.1.1.1. Frequency: Monthly

8.1.1.2. Schedule: Every 3rd Friday of the Month

8.1.2. Preventive Maintenance of ATS and Synchro Panel

8.1.2.1. Frequency: Semi-Annual

8.1.2.2. Schedule: 17 May and 15 November 2024

8.1.3. Change Oil, Coolant and Filters

8.1.3.1. Frequency: Yearly

8.1.3.2. Schedule: 20 September 2024

8.2. The schedule of preventive maintenance for EPDC shall be as follows:

8.2.1. General Preventive Maintenance

8.2.1.1. Frequency: Monthly

8.2.1.2. Schedule: Every 4th Friday of the Month
8.2.2. Preventive Maintenance of ATS And Annual Change Oil

8.2.2.1. Frequency: Yearly

8.2.2.2. Schedule: 23 August 2024

9. DUTIES AND RESPONSIBILITIES OF DOST-ASTI

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

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

10. COMMENCEMENT OF SERVICES

10.1. Services shall only commence upon issuance of Notice to Proceed.

11. PAYMENT SCHEDULE

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

12. LIQUIDATED DAMAGES

12.1. 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 No. 9184 and its 2016 revised Implementing Rules and Regulations. 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.

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 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.

13.2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by DOST-ASTI and service provider.

14. WARRANTY

14.1. Validity of Comprehensive Service Repair and Preventive Maintenance Program shall be within the

contract period upon start of preventive maintenance.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 625,020.00

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.*