



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

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Feb-10-2025, 2:00 PM		
RFQ No.:	25-02-5138	Date:	February-05-2025
PR No.:	GAA-25-01-20559	Date:	January-21-2025

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	Repair and Rehabilitation ASTI Generator Line Side Gutter 1. BACKGROUND AND OBJECTIVES <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply, Delivery, and Installation of Cable Gutter to improve safety of the electrical system within DOST-ASTI.</p> 2. APPROVED BUDGET FOR THE CONTRACT <p>2.1. The total Approved Budget for the Contract for this procurement is Two Hundred Eighty Thousand Pesos (P280,000.00), inclusive of all applicable government taxes and other charges.</p> 3. DELIVERY AND PROJECT DURATION <p>3.1. The project duration for the Repair and Rehabilitation ASTI Generator Line Side Gutter shall be for a period of forty-five (45) calendar days which shall commence upon issuance of Notice to Proceed.</p> <p>3.2. Any request for delivery shall be for valid reasons or unforeseen circumstances subject to approval, in writing, by DOST-ASTI which must be</p>	1	lot	280000.00	280,000.00

submitted before the end of the contract.

3.3. Delivery site is DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City.

4. GENERAL REQUIREMENTS

4.1. The Supplier shall provide materials, tools, labor and other necessary services and equipment required to complete the procurement project although not specifically mentioned in the specifications, working drawings, or in other contract documents without extra cost to DOST-ASTI.

4.2. Protect and maintain the required acceptable conditions of all repairs and accessories during construction until hand over.

4.3. All materials shall be subject to inspection and approval of DOST-ASTI prior installation.

4.4. Properly manage and dispose of all materials and waste generated during and after the project in accordance with local regulations.

5. SCOPE OF WORKS

5.1. The Supplier must conduct an ocular inspection before preparing their proposal. Any subsequent claims due to inadequate or inaccurate information will not be entertained.

5.2. Obtain the necessary permits to proceed with the project, including but not limited to building permits, electrical permits, and any other relevant local government permits.

5.3. Coordinate with MERALCO for the rehabilitation of the enclosures, including scheduling, technical requirements, and compliance with MERALCO standards and regulations.

5.4. Coordinate with ASTI regarding allowable downtime and downtime procedures during the works. The contractor must provide a temporary power supply to critical loads to ensure minimal interruption. This includes setting up and testing the temporary power supply system before commencing any work that requires power shutdown.

5.5. Dismantle two (2) existing cable gutters and two (2) vacant cable gutters. Ensure proper disposal of dismantled materials in accordance with environmental regulations.

5.6. Install two (2) new enclosures for the Transformer Load Side (lower) and MERALCO Breaker Line Side (upper).

5.6.1. Each enclosure must have dimensions of 1500mm (L) x 300mm (H) x 300mm (D).

5.6.2. Use NEMA 4X enclosures (Stainless Steel, 1.5mm thick).

5.6.3. Include padlock provisions for security.

5.6.4. Ensure proper grounding and bonding of the enclosures to meet safety standards.

5.7. Supply and deliver the enclosures during office hours, unless otherwise instructed by the end-user, to DOST-ASTI, Diliman, Quezon City for inspection by ASTI personnel/representatives. Ensure that all

<p>delivered materials are inspected and approved before installation.</p> <p>5.8. Perform all necessary civil works to complete the installation of the Cable Gutter conduit, including concrete flooring in the area of the Cable Gutter. This includes excavation, formwork, concrete pouring, and finishing.</p> <p>5.9. Restoration work must be properly checked by DOST-ASTI. Any rectifications must be made to the satisfaction of the DOST-ASTI end-user/representative. This includes restoring any disturbed areas to their original condition or better.</p> <p>5.10. Supply all other equipment, including necessary accessories and appurtenances, not specifically mentioned herein but considered standard and necessary for the safe, reliable, and proper installation of the gutters. This includes but is not limited to cable trays, conduits, connectors, and mounting hardware.</p> <p>5.11. Provide as-built drawings. Three (3) set of as built drawings in printed form (20"x30") and/or A3 whichever is required by DOST-ASTI and a softcopy in a PDF and DWG format submitted in email or USB.</p> <p>6. WARRANTY</p> <p>6.1. The Supplier shall guarantee the following goods supplied to be free from defects for a period of one (1) year upon the issuance of Certificate of Completion and Acceptance of the completed project by DOST-ASTI. Form of warranty shall be in accordance with the provisions in Section 62 of the 2016 revised IRR of RA No. 9184.</p> <p>7. PAYMENT TERMS</p> <p>7.1. Payment shall be made only upon certification/acceptance by the End-user that the Goods are delivered in accordance with the terms of this Contract and are inspected and accepted. No payment shall be made for Goods not yet rendered under this Contract.</p>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 280,000.00
GUIDELINES				
<p>A. Content and Format of Quotations</p> <ol style="list-style-type: none"> <i>The Quotation/s must include the RFQ Number or the PR Number indicated above</i> <i>Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:</i> <ol style="list-style-type: none"> <i>Computer and electronic equipment and its accessories or peripherals</i> <i>Software applications, programs, and digital licenses</i> <i>Commercial off-the-shelf electronic devices or components</i> <i>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.</i> <i>BIR Certificate of Registration for new DOST-ASTI suppliers.</i> 				

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.