



**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>	Aug-02-2024, 2:00 PM		
<b>RFQ No.:</b>	24-07-4929	<b>Date:</b>	July-29-2024
<b>PR No.:</b>	GAA-24-07-19614	<b>Date:</b>	July-15-2024

*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><b>Repair of Various Air Conditioning Unit</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent service provider for the Repair of Air-conditioning Unit, specifically Hyundai 2.0TR Ceiling Mounted with Property No. 01-21-605-020-00026 located at OD Boardroom, Koppel 5.0TR Floor Mounted with Property No. 00-18-250-001-0021-00080 located at OD Staff Room, Koppel 5.0TR Ceiling Mounted with Property No. 00-18-250-001-0021-00082 located at KMD Staff Area, Kolin 5.0TR Floor Mounted with Property No. 00-18-250-001-0021-00085 located at NOC Server Room. Said repair is essential in order to avoid further damage and decline in the air-conditioning performance of the units.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. SCOPE OF WORKS</p> <p>2.1. Supply of materials, labor and technical expertise for the repair of refrigerant line and system of Airconditioning Unit on OD Boardroom, OD Staff</p>	1	lot	108080.00	108,080.00

Room, KMD Staff Area, and NOC Server Room.  
2.1.1. Repair of Refrigerant Line and System  
2.1.1.1. Isolate power supply to the unit  
2.1.1.2. Installation of access valve  
2.1.1.3. Pressure Testing of the system  
2.1.1.4. Evacuate the system of refrigerant using vacuum pump and find existing leaks  
2.1.1.5. Repair of leak on the system  
2.1.1.6. Start up and full charging of refrigerant

2.2 Supply of materials, labor and technical expertise for Pull down of Evaporator Coil and Replacement of Low-Pressure Switch of Airconditioning Unit on OD Staff Room.

2.2.1. Pull Down of Evaporator Coil  
2.2.1.1. Repair and cleaning of Evaporator Coil

2.2.2. Replacement of Low-Pressure Switch

2.3. Cleaning of the working areas

2.4. Submit service report and recommendation

2.5. Actual inspections must have been conducted by the service provider prior to actual repair of the air-conditioning unit.

2.6. Supply of all necessary accessories and appurtenances but not specifically mentioned herein but are considered standard issue and necessary to complete the repair of the air-conditioning unit shall be reported and provided with quotation and recommendation.

### 3. WARRANTY

3.1. The repair must carry at least three (3) months warranty for parts and services.

3.2. Warranty service shall commence only from the date of completion of repair.

### 4. DELIVERY and PAYMENT TERMS

4.1. Repair must be completed within fourteen (14) calendar days upon issuance of Notice to Proceed.

4.2. Payment shall be processed only upon certification/acceptance by the End-user that the services are rendered in accordance with the terms of this Contract and are inspected and accepted. No payment shall be made for service/s not yet rendered under this Contract.

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

**Php 108,080.00**

## 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.