



**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>	Oct-25-2024, 2:00 PM		
<b>RFQ No.:</b>	24-10-5046	<b>Date:</b>	October-21-2024
<b>PR No.:</b>	ROAMER-24-10-20159	<b>Date:</b>	October-18-2024

*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>Transportation of ROAMER Equipment from Manila to Davao</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking a Service Provider for the door-to-door transportation of ROAMER Equipment from Manila to Davao and vice versa.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and other applicable charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Scope of Work</p> <p>2.1.1. Transfer, handling, land freight or ocean freight or air freight delivery of DOST-ASTI exhibit materials that will meet the required delivery dates.</p> <p>2.1.2. Door-to-door delivery inclusive of hauling inside of and from the office building.</p> <p>2.1.3. Service Provider is to exercise due care and employ applicable measures to prevent damage in handling and transport of the equipment.</p> <p>2.1.4. Inclusive of storage or warehousing, as applicable.</p> <p>2.1.5. Inclusive of tracking, packaging, insurance, delivery charges, and door-to-door delivery fees.</p> <p>2.2. Cargo</p>	1	lot	88000.00	88,000.00

2.2.1. One (1) Mobile Robot and two (2) Lead Acid Batteries with Wooden Crate Box Packaging

2.2.1.1. Weight: 205 kilograms (Approx.)

2.2.1.2. Dimensions (including Packaging): 125cm x 90cm x 145cm (Approx.)

2.2.1.3. Valuation: Php 2,700,000.00

2.2.2. Service Provider may inspect item(s) to be transported.

### 2.3. Service Schedule

#### 2.3.1. Target Delivery Dates

2.3.1.1. Target Delivery Date to Davao: 11 November 2024

2.3.1.2. Target Delivery Date to Manila: 02 December 2024

#### 2.3.2. Estimated Pick-up Date

2.3.2.1. At most 10 calendar days prior to target delivery date.

2.3.2.2. Pick-up Date is dependent on completion of procurement process and issuance of Purchase Order and Notice to Proceed (NTP).

2.3.3. Final pick-up, delivery, and return dates subject to approval of DOST-ASTI.

2.3.4. Time of pick-up of cargo to be advised by DOST-ASTI.

2.3.5. If delays or rescheduling are likely to be incurred, the end-user unit shall notify the DOST-ASTI Procurement Management Section (PMS) within three (3) days before the schedule. Within the same three-day period, the end-user shall justify the delay or rescheduling to the Head of the Procuring Entity in writing stating its cause/s and the new trip schedule. Afterwhich, the DOST-ASTI PMS shall issue a letter to the service provider.

### 2.4. Service Area

2.4.1. Origin and Final Return Destination: DOST-ASTI, Diliman, Quezon City.

2.4.2. Delivery Destination: Pryce Tower Building, J.P. Laurel Avenue, Poblacion District, Davao City, Davao Del Sur

2.4.3. Trip Route: DOST-ASTI to Davao City to DOST-ASTI.

### 2.5. Personnel

#### 2.5.1. Driver

2.5.1.1. Driver with a valid and current Professional Driver's License.

2.5.1.2. Driver must have a working mobile phone or mobile device with a Post-paid or Pre-paid plan, preferably Internet capable with a corresponding data plan, that will enable the Driver to send and receive the following for coordination purposes:

2.5.1.2.1. Voice calls

2.5.1.2.2. SMS

2.5.1.2.3. Chat messages through messaging applications

#### 2.5.2. Helper(s)

2.5.2.1. At least one (1) helper

2.5.2.2. Helper(s) shall assist DOST-ASTI staff in hauling the ROAMER equipment inside of and from

the office building.

**2.6. Delay or Failure in Service Delivery**

2.6.1. In case of delay or failure by the Service Provider to deliver and fulfill any requirements as specified in the contract, and due to the time sensitive nature of the required service, the Service Provider agrees that DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, which may include, but not limited to, direct engagement of third-party service provider(s) to fulfill the required service in-part or in-whole, at the Service Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the Service Provider under the contract and under applicable law.

**2.7. Other Requirements**

- 2.7.1. Service Provider must attend coordination meetings as set by DOST-ASTI.
- 2.7.2. Service Provider is responsible for equipment safety, electrical safety, mechanical safety, and any related insurance requirements.
- 2.7.3. Service Provider must comply with all office building rules and guidelines including health protocols.
- 2.7.4. Service Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during service delivery whenever applicable.
- 2.7.5. Service Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL whenever applicable.
- 2.7.6. Service Provider to provide cost breakdown upon request by DOST-ASTI.

**3. DELIVERY AND PAYMENT TERMS**

- 3.1. Upon issuance of NTP delivery is as specified under "Service Schedule" and "Service Area".
- 3.2. Bid price shall be inclusive of taxes, delivery charges, and all other related fees.

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

**Php 88,000.00**

**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.