



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Jun-03-2024, 2:00 PM		
RFQ No.:	24-05-4836	Date:	May-28-2024
PR No.:	GAA-24-05-19162	Date:	May-03-2024

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>Vehicle Rental Service for Station Maintenance Activities</p> <p>1. OVERVIEW</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF ONE (1) LOT OF VEHICLE RENTAL SERVICES to be used for multiple trips within Metro Manila, Cavite and Rizal, for twelve (12) days, for the maintenance of POTEKA Stations.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL REQUIREMENTS</p> <p>2.1. Vehicle Type</p> <p>2.1.1. Regular air-conditioned van;</p> <p>2.1.2. Can at least fit six (6) persons; and</p> <p>2.1.3. Must be able to fit 1.6 m x 1.6 m equipment to transport to the sites.</p> <p>2.2. Target Destinations and Tentative Schedule of Travel</p> <p>2.2.1. Travel Period: June to July 2024</p> <p>2.2.2. Schedule of travel per destination Target date: June 24 Target Destination: Pasay and Taguig</p>	1	lot	69000.00	69,000.00

2.2.2.1. CAAP, Pasay
2.2.2.2. NAMRIA, Taguig
Target date: June 28
Target Destination: Pasig and Pateros
2.2.2.3. RAVE, Pasig
2.2.2.4. E. Library, Pateros
Target date: July 5
Target Destination: Rizal
2.2.2.5. MMDA Tapayan
Target date: July 8

Target Destination: Malabon, Pasay and

Manila

2.2.2.6. MMDA Catmon, Malabon
2.2.2.7. MMDA Libertad, Pasay
2.2.2.8. MMDA Balut, Manila
Target date: July 10
Target Destination: Muntinlupa
2.2.2.9. Colegio de Muntinlupa
2.2.2.10. Bayanan Elementary School
Target date: July 12
Target Destination: Parañaque and Taguig

2.2.2.11. Greenheights Subdivision,

Parañaque

2.2.2.12. DOST Main
Target date: July 15
Target Destination: Pasig and Marikina
2.2.2.13. MMDA EFCOS
2.2.2.14. Tañong Barangay Hall, Marikina
Target date: July 17
Target Destination: Bacoor, Cavite
2.2.2.15. Sinaguelasan Barangay Hall
2.2.2.16. University of Perpetual Help System

DALTA

Target date: July 19
Target Destination: Mandaluyong and San

Juan

2.2.2.17. C3 Building, Mandaluyong
2.2.2.18. Xavier School, San Juan
Target date: July 22
Target Destination: Quezon City
2.2.2.19. La Mesa Ecopark
2.2.2.20. FEU Diliman
Target date: July 24
Target Destination: Taguig and Imus, Cavite
2.2.2.21. Technological University of the

Philippines

2.2.2.22. Anabu 1-B Fire Station
Target date: July 26
Target Destination: Valenzuela
2.2.2.23. Pariancillo Villa

2.3. Driver

2.3.1. Driver/s must have a valid professional driver's license with restriction codes at least 1 and 2.

2.3.2. Driver/s must be fully vaccinated against COVID-19 and follow the minimum health protocols.

2.3.3. All benefits due to the driver shall be for the account of the service provider.

2.4. Other Terms and Conditions

2.4.1. Rental costs are inclusive of driver's fees, meals, accommodation, toll fees, parking fees, and

gasoline, among others.

2.4.2. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day. The service provider must give a rate per day for the said province. The said rate per day is not subject to change.

2.4.3. The schedule of the trip, as reflected in 2.2, is executory upon the perfection of the contract and issuance of the Notice to Proceed (NTP) unless otherwise re-scheduled or canceled by the end-user for any justifiable causes.

2.4.3.1. 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 (3)-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. After which, the DOST-ASTI PMS shall issue a letter to the service provider.

2.4.3.2. The trip shall only be rescheduled seven times and consumed within two (2) months reckoned from perfection of contract and/or issuance of NTP.

3. PAYMENT TERMS

3.1. Price is inclusive of government taxes and other charges.

3.2. Progress billing arrangement.

3.3. Payment shall be made upon certification and acceptance of the end-user of the service rendered. No payment shall be made for services not yet rendered.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 69,000.00

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.