



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Jun-26-2023, 2:00 PM		
RFQ No.:	23-06-4419	Date:	June-21-2023
PR No.:	GAA-23-06-17014	Date:	June-21-2023

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 outside Metro Manila</p> <p>1. OBJECTIVE/OVERVIEW</p> <p>1.1. DOST-ASTI is seeking a qualified and competent supplier for vehicle rental to be used for multiple trips outside of Metro Manila for the maintenance of V-POTEKA, specifically to:</p> <p>a) Dagupan, Pangasinan, b) Munoz, Nueva Ecija, c) Tuguegarao, Cagayan, and d) Aparri, Cagayan.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and other charges.</p> <p>2. TECHNICAL REQUIREMENTS</p> <p>2.1. Vehicle Type:</p> <p>2.1.1. Regular airconditioned van</p> <p>2.1.2. Can at least fit four (4) personnel and equipment</p> <p>2.2. Target Destinations and Tentative Schedule of Travel</p> <p>2.2.1. Roundtrip from DOST-ASTI, Quezon City to Munoz, Nueva Ecija to Dagupan, Pangasinan</p> <p>2.2.1.1 Travel Period: September 20-22,</p>	1	lot	68255.00	68,255.00

2023

2.2.1.2. Maximum Number of Days for the whole Travel Duration: Three (3) Days

2.2.1.3 DOST-ASTI shall inform the supplier of the schedules at least three (3) calendar days prior to the trip

2.2.2. Roundtrip from Tuguegarao, Cagayan to Aparri, Cagayan

2.2.2.1. Travel Period: August 29, 2023 - September 01, 2023

2.2.2.2. Maximum Number of Days for the Whole Travel Duration: Four (4) days

2.2.2.3. DOST-ASTI shall inform the supplier of the schedules at least three (3) calendar days prior to the trip.

3. OTHER TERMS AND CONDITIONS

3.1. COVID-19 Clearance

3.1.1. One (1) driver must be assigned for the whole duration of the travel

3.1.2. Driver must be fully vaccinated against COVID-19.

3.1.3. A digital copy of the vaccination card must be submitted at the time of bidding to serve as proof of the driver's vaccination.

3.1.4. Driver must test negative for COVID-19 through RT-PCR tests and must be able to submit the result

at least 24 hours before the actual travel date.

3.1.5. Must comply to DOST-ASTI travel guidelines.

3.2. Quotation must be inclusive of the following:

3.2.1 Driver's fee;

3.2.2. Driver's meals;

3.2.3. Gasoline expenses;

3.2.4. Toll fees;

3.2.5. Other miscellaneous expenses that may arise during the travel (i.e. swab tests, parking charges); and

3.2.6 Taxes and other charges.

3.3. Breakdown of cost is necessary upon submission of quotation

4. Payment Terms

4.1. Government terms, no advance payment

4.2. Billing/Invoice must be submitted upon conclusion of travel.

4.3. No payment shall be made for the services that were not delivered under this contract.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 68,255.00

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.