



**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>	Jan-20-2025, 2:00 PM		
<b>RFQ No.:</b>	25-01-5120	<b>Date:</b>	January-16-2025
<b>PR No.:</b>	ALAM-25-01-20537	<b>Date:</b>	January-14-2025

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	<p><b>Vehicle Rental during Program Wide Congress and PCIEERD Project Monitoring</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Vehicle Rental to be used during Program Wide Congress and PCIEERD Project Monitoring.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. INCLUSIONS AND SPECIFICATIONS:</p> <p>2.1. Day 1 (February 26, 2025) of the Activity:</p> <p>2.1.1. Three (3) vans will be rented good for ten (10) hours:            Areas Covered:            Areas within Lanang, Los Amigos Tugbok District, Maa and areas within downtown city areas, Davao International Airport</p> <p>2.1.2. One (1) van will be rented good for twelve (12) hours:            Areas Covered:            Davao International Airport, Lanang and areas within downtown city areas</p> <p>2. 2 Day 2 (February 27, 2025) of the Activity:</p>	1	lot	54900.00	54,900.00

2.2.1. One (1) van will be rented good for ten (10) hours:

Areas Covered:

Areas within Lanang and within downtown city areas

2.2.2. One (1) van will be rented good for fifteen (15) hours:

Areas Covered:

Areas within Lanang and within downtown city areas

2.2.3. Three (3) vans will be rented good for fifteen (15) hours:

Areas Covered:

Areas within Los Amigos, Tugbok District, Maa, Lanang and areas within downtown city areas.

2. 3 Day 3 (February 28, 2025) of the Activity:

2.3.1. One (1) van will be rented good for ten (10) hours.

Areas Covered:

Areas within Lanang, Davao International Airport and within downtown city areas

2.3.2. One (1) van will be rented good for eight (8) hours.

Areas Covered:

Areas within downtown city areas and Davao International Airport

2.3.3. One (1) van will be rented good for fifteen (15) hours.

Areas Covered:

Areas within Los Amigos, Maa, Lanang, Davao International Airport and areas within downtown city areas

2. 4 Day 4 (March 01, 2025) of the Activity:

2.2.1. One (1) van will be rented good for eight (8) hours.

Areas Covered:

Areas within Lanang, Davao International Airport and within downtown city areas

2.5. The rate includes vehicle rental, driver and meal charges, bank and tax charges, and all other charges related to the rental.

2.6. The van should have a seating capacity that accommodates at least eight (8) people.

2.7. The rate of the van should be on a per-van basis given the indicated number of hours the van will be rented.

2.8. The van rental supplier must be based in Davao City to ensure familiarity with the local area, ensuring that they are well acquainted with the local landscape.

### 3. PAYMENT AND DELIVERY TERMS

3.1. The schedule of the trip, as reflected in 2.1. to 2.4, is executory upon the perfection of the contract and issuance of the Notice to Proceed unless otherwise re-scheduled or canceled by the end-user for any justifiable causes.

3.1.2. 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.

3.2. The winning supplier must submit the following documentary requirements after the service is rendered as needed for processing of payment document:

3.2.1 Trip Ticket per day per van indicating the total hours rendered per day.

3.2.2 Statement of Account for the total days covered.

3.3 Other additional documents aside from the above must be submitted as required.

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

**Php 54,900.00**

### **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.*