



**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> May-13-2025, 2:00 PM	
<b>RFQ No.:</b> 25-05-5233	<b>Date:</b> May-09-2025
<b>PR No.:</b> REIINN-25-04-21092	<b>Date:</b> May-06-2025

*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	<b>Vehicle Rental for REIINN NCR Activities in NCR / Metro Manila</b> 1. OVERVIEW 1.1. The DOST-ASTI is looking for a qualified and competent service provider for the Supply and Delivery of One (1) Lot Vehicle Rental to be used for project deployment activities. 1.2. The Approved Budget for the Contract is inclusive of all taxes and service charges.  2. TECHNICAL REQUIREMENTS 2.1. Destinations, Travel Periods, and Dates 2.2. Location: NCR/Metro Manila 2.3. Dates of Travel: 2.3.1. May - 28-30 (3 days) 2.3.2. June -16-18 (3 days) 2.3.3. July 2-4 (3 days) 2.3.4. July 16-18 (3 days) 2.3.5. August 6-8 (3 days) 2.3.6. August 27-28 (2 days) 2.4. Pickup and Drop Off Points: Any point in NCR, but with multiple trips to the following areas: 2.4.1. Quezon City 2.4.2. Pasig City 2.4.3. Pateros	1	lot	81600.00	81,600.00

- 2.4.4. Muntinlupa City
- 2.4.5. Taguig City
- 2.4.6. Valenzuela City
- 2.4.7. Caloocan City
- 2.4.8. City of Manila
- 2.4.9. Malabon City

## 2.5. Vehicle Type

2.5.1. Closed type Airconditioned vehicle with dual air-conditioning unit and can carry at least ten (10) passengers

2.5.2. The same must accommodate equipment for testing, some of its chairs must be removed, if necessary.

2.5.3. Vehicle/s must be not more than five (5) years old and have been legally registered to the Land Transportation Office (LTO).

## 2.6. Safe and road worthy;

2.6.1. Well-maintained engines and other mechanical parts and tires;

2.6.2. Efficient air-conditioning unit, clean and functioning seats; and

2.6.3. Clean interior/exterior and free from insects, dust, and unpleasant odor

2.6.4. The vehicle must be disinfected every other use.

2.6.5. In case of vehicle breakdown or malfunction, the service provider must provide a replacement vehicle that complies with 2.5.1 provision, within twenty-four (24) hours upon notification and at no cost to DOST-ASTI. Repairs and maintenance shall be for the account of the service provider.

## 2.7. Driver

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

2.7.2. Driver/s must be fully vaccinated and follow the minimum health protocols.

2.7.3. All benefits due to the driver shall be for the account of the service providers

## 2.8. Additional Requirements

2.8.1. Swapping and changing of vehicle units during travel duration, unless necessary due to car breakdown, is NOT allowed. If swapping and changing of vehicle units is necessary, the replacement unit must comply with the specification stated in 2.5.1

2.8.2. Rental costs are inclusive of driver's fees, meals, accommodation, toll fees, parking fees, and gasoline, among others.

2.8.3. 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.

2.8.4. The schedule of the trip, as reflected in 2.1.2, 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.

<p>2.8.5. 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 (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. Afterwhich, the DOST-ASTI PMS shall issue a letter to the service provider.</p> <p>2.8.6. The trip shall be rescheduled for seven (7) times only.</p> <p>2.8.7. The service provider must observe the destination/s specified in the Contract. A trip made beyond the specified location in the Contract shall not be settled by the DOST-ASTI.</p> <p>2.8.8. When the service provider fails to provide vehicles within the confirmed/specified schedule, the service provider shall be liable for damages for the delay and shall pay the DOST-ASTI liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed Goods/Services scheduled for delivery for every day of delay until such Goods/Services are finally delivered and accepted by the DOST-ASTI. Such amount shall be deducted from any money due, or which may become due to the service provider, or collected from any securities or warranties posted by the service provider, whichever is convenient to the DOST-ASTI. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, DOST-ASTI may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.</p> <p>3. PAYMENT TERMS</p> <p>3.1. Price quotation/s must be inclusive of all applicable taxes and charges.</p> <p>3.2. Billing/Invoice and trip ticket duly acknowledged by the passengers shall be submitted to the DOST-ASTI after every trip.</p> <p>3.3. Payment shall be made only upon certification/acceptance of the end-user to the effect that the services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Advance payment is not allowed. No payment shall be made for services not yet rendered.</p>				
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>				<b>Php 81,600.00</b>

## 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.