



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	May-30-2022, 2:00 PM		
RFQ No.:	22-05-3873	Date:	May-25-2022
PR No.:	GAA-22-05-13879	Date:	May-20-2022

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.

Digitally signed by

Bayani Benjamin R. Lara Bayani Benjamin R.

Lara

BAYANI BENJAMIN R. LARA

BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Vehicle Rental for REIINN Phase 2 Project Deployment Activities</p> <p>1. The supplier must provide vehicle rental services for the project</p> <p>2. The following are the inclusions for the vehicle rental services:</p> <p>2.1. Duration: Maximum of seven (7) days of continuous travel per trip per vehicle</p> <p>2.2. Pick up Point: DOST-ASTI, Diliman, Quezon City</p> <p>2.3. Inclusive dates: June 15, 2022 to 31 December 2022</p> <p>2.4. Service Schedule: maximum of 12 hours per day (point to point-single or multiple destinations per travel)</p> <p>2.5. Numbers of hours shall be computed from the requested reporting time until vehicle is released by DOST-ASTI.</p> <p>2.6. For purposes of calculating service schedule, the following shall be followed:</p> <p>2.6.1. Less than 6 hours trip (origin to destination)= 50% of the rate per day shall be paid to the supplier</p> <p>2.6.2. 6-12 hours= 100% of the rate</p>	1	lot	395000.00	395,000.00

per day shall be paid to the supplier

2.6.3. In case of excess beyond the service schedule for any particular day, the supplier agrees to lessen service hours

if the remaining rental days to compensate for the excess hours upon consultation with and approval by

DOST-ASTI to avoid incurring excess charges.

2.7. Vehicle Type

2.7.1. 4x4 van with dual airconditioning and seating capacity of at least 7 passengers.

2.7.2. 4x4 pick up type with airconditioning and can carry atleast 3-5 passengers. Can accommodate equipment for testing (possibility that some chairs will be removed, if needed)

2.7.3 Regular airconditioned Van that can carry atleast 6-10 passengers. Can also accommodate equipment for testing (possibility that some chairs will be removed, if needed)

2.7.4 Vehicle model preferably not more than Five (5) years old.

2.8. Final and detailed duration & routes shall be provided by the end-user.

3. Potential Destinations

3.1. Region CAR (any point):

1. Apayao (approx. 2100kms)- Supplier must provide RATE per DAY applicable to any point in the province
2. Benguet (approx. 900kms)- Supplier must provide RATE per DAY applicable to any point in the province
3. Mountain Province (approx. 1100kms) - Supplier must provide RATE per DAY applicable to any point in the province
4. Ifugao (approx. 1200kms) - Supplier must provide RATE per DAY applicable to any point in the province

3.2. Region 2: any point

1. Nueva Vizcaya (approx. 1100kms) - Supplier must provide RATE per DAY applicable to any point in the province
2. Isabela (approx. 1200kms) - Supplier must provide RATE per DAY applicable to any point in the province
3. Quirino (approx. 1100kms) - Supplier must provide RATE per DAY applicable to any point in the province

3.3. Region 3:

1. Tentative: Dingalan, Aurora (approx. 1200kms) but supplier must provide RATE per DAY applicable to any point in the province
2. Bulacan- Supplier must provide RATE per DAY applicable to any point in the province
3. Zambales (approx. 800kms)- Supplier must provide RATE per DAY applicable to any point in the province
4. Quezon (approx. 900kms) - Supplier must provide RATE per DAY applicable to any point in the province

3.4 Region 4a:

1. Tentative: Tanay, Rizal but supplier must provide

RATE per DAY applicable to any point in the province
2. Tentative: Cuenca and Malvar, Batangas but supplier must provide RATE per DAY applicable to any point in the province

4. Terms and Conditions

4.1. The driver should have a valid and current Professional Driver's License.

4.2. The driver must be fully vaccinated (vaccination card shall be presented, if needed)

4.3. Inclusive of Driver's fee, Driver's meals, Driver's accommodation, Driver's overtime pay, Gasoline expenses, Toll fees, Fee for vehicle transportation (as needed), Travel permits required, including medical certificates (if any), VAT and other taxes and charges.

4.4. In case of vehicle breakdown or malfunction, External Provider shall provide a replacement vehicle within Two (2) hours upon notification by DOST-ASTI.

4.5. External Provider is responsible for vehicle safety, mechanical safety, and any related insurance requirements.

5. Notes and other requirements:

5.1. Supplier is required to submit QUOTATION BREAKDOWN which must indicate the rental rate per day APPLICABLE to ANY POINT in the above-mentioned provinces per vehicle type (4x4 pick up, 4x4 closed van or Regular airconditioned van). Charges in the final billing must indicate time of departure/arrival, destinations, and vehicle type

5.2. Schedule of trips, including final destinations shall be confirmed by the end-user, through the Procurement Management Section at least Three (3) days before the actual travel.

5.3. All travels are dependent on the implementation of local community quarantines due to the COVID-19 pandemic; thus, the end-user shall give prior notice in case of possible cancellation two (2) days after any announcement of lockdown in affected areas.

5.4. In case of delay or failure by the External Provider to deliver and fulfill any requirements as specified in the contract the

External Provider agrees that the DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.

6. Payment Terms

6.1. Government terms, no advance payment.

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

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.

SUMMARY OF PROJECTED EXPENSES

REIINN Ph2 GAA VEHICLE RENTAL

PR no. REIINN-22-05-13757

REGION	PROVINCE/ DETAILS	TENTATIVE SCHEDULES	RATE PER DAY (in PhP)	PROJECTED NO. DAYS	SUBTOTAL (in PhP)
CAR	1. Apayao and vicinities (approx. 2100kms)	July 4-6, 2022	11,000.00	3	33,000.00
	2. Benguet (approx. 900kms)	July 11-14, 2022	10,000.00	4	40,000.00
	3. Mountain Province (approx. 1100kms)	July 25-27, 2022	11,000.00	3	33,000.00
	4. Ifugao (approx. 1200kms)	July 27-29, 2022	11,500.00	3	34,500.00
REGION II	1. Nueva Vizcaya (approx. 1100kms)	August 2-4, 2022	10,000.00	3	30,000.00
	2. Isabela (approx. 1200kms)	August 10-12, 2022	12,000.00	3	36,000.00
	3. Quirino (approx. 1100kms)	August 08-10, 2022	11,000.00	3	33,000.00
REGION III	1. Aurora (approx. 1200kms)	July 18-20, 2022	10,500.00	3	31,500.00
	3. Bulacan	Aug. 15, 2022	7,000.00	1	7,000.00
	4. Zambales (approx. 800kms)	Nov. 7-9, 2022	9,000.00	3	27,000.00
	5. Quezon (approx. 900kms)	July 20-22, 2022	9,000.00	3	27,000.00
REGION IV-B	1. Rizal	October 3-5; Dec. 5-7, 2022	7,000.00	6	42,000.00
	2. Batangas	July 4-6, 2022	7,000.00	3	21,000.00
			TOTAL	41.00	395,000.00