



**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>	Apr-28-2023, 2:00 PM		
<b>RFQ No.:</b>	23-04-4340	<b>Date:</b>	April-24-2023
<b>PR No.:</b>	NetMeshR3-23-04-16566	<b>Date:</b>	April-18-2023

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><b>VEHICLE RENTAL FOR SERVER CONFIGURATION IN NTC REGIONAL OFFICE NO. VIII</b></p> <p>1. GENERAL OVERVIEW:</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the provision of vehicle rental to be used in the conduct of server configuration and deployment in Tacloban City, Leyte.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and services charges.</p> <p>2. SPECIFICATIONS:</p> <p>2.1. Tentative Schedule</p> <p>2.1.1. May 09 to 10, 2023, two (2) days only</p> <p>2.1.2. Final schedule to be confirmed by end-user at least three (3) calendar days before travel.</p> <p>2.2. Vehicle</p> <p>2.2.1. Airconditioned van, with eight (8) to ten (10) pax seating capacity.</p> <p>2.2.2. The type of vehicle to be used must be approved by the end-user.</p> <p>2.2.3. Inclusive of meals, accommodation and OT pay of driver, toll fees, gasoline expense, and repair of any engine/vehicle malfunction during the trip, if any.</p> <p>2.3. To be used as a service vehicle by DOST-ASTI</p>	1	lot	22000.00	22,000.00

	<p>staff during the conduct of project activities in the region.</p> <p>2.3.1. Schedule on May 09, 2023:</p> <p>2.3.1.1. Pick-up DOST-ASTI staff from Daniel Z. Romualdez Airport to transport to NTC Regional Office No. VIII, Army Rd., Tacloban City, Leyte.</p> <p>2.3.1.2. Transport DOST-ASTI staff from NTC Regional Office No. VIII to their place of accommodation.</p> <p>2.3.2. Schedule on May 10, 2023:</p> <p>2.3.2.1. Pick up DOST-ASTI staff from their place of accommodation at 8:00 AM and transport to NTC Regional Office No. VIII.</p> <p>2.3.2.2. Transport DOST-ASTI staff from NTC Regional Office No. VIII to Daniel Z. Romualdez Airport.</p> <p><b>3. PRICE AND PAYMENT TERMS</b></p> <p>3.1. Price must be inclusive of government tax and other applicable charges.</p> <p>3.2. Send-bill arrangement. Bill and other relevant documents must be submitted to DOST-ASTI within five (5) days after the conclusion of the trip.</p> <p>3.3. Payment shall be made upon submission of bill and relevant documents, as well as certification and acceptance of the end-user of the service rendered.</p>				
2	<p><b>VEHICLE RENTAL FOR SERVER CONFIGURATION IN NTC REGIONAL OFFICE NO. III</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the provision of vehicle rental to be used in the conduct of server configuration and deployment in San Fernando, Pampanga.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. Tentative Schedule</p> <p>2.1.1. May 16 to 17, 2023, two (2) days only</p> <p>2.1.2. Final schedule to be confirmed by end-user at least three (3) calendar days before travel.</p> <p>2.2. Vehicle</p> <p>2.2.1. Airconditioned van, with eight (8) to ten (10) pax seating capacity.</p> <p>2.2.2. The type of vehicle to be used must be approved by the end-user.</p> <p>2.2.3. Inclusive of meals, accommodation and OT pay of driver, toll fees, gasoline expense, and repair of any engine/vehicle malfunction during the trip, if any.</p> <p>2.3. To be used as a service vehicle by DOST-ASTI staff during the conduct of project activities in the region.</p> <p>2.3.1. Schedule on May 16, 2023:</p> <p>2.3.1.1. Pick-up DOST-ASTI staff from DOST-ASTI Bldg., CP Garcia Ave., UP Campus, Diliman, Quezon City at 8:00 AM and transport to the NTC Regional Office No. III, Government Center Maimpis, City of San Fernando, Pampanga.</p> <p>2.3.1.2. Transport DOST-ASTI staff from NTC Regional Office No. III to their place of</p>	1	lot	14000.00	14,000.00

	<p>accommodation.</p> <p>2.3.2. Schedule on May 17, 2023:</p> <p>2.3.2.1. Pick up DOST-ASTI staff from thier place of accommodation at 8:00 AM and transport to NTC Regional Office No. III.</p> <p>2.3.2.2. Transport DOST-ASTI staff from NTC Regional Office No. III to DOST-ASTI Bldg., CP Garcia Ave., UP Campus, Diliman, Quezon City.</p> <p>3. PRICE AND PAYMENT TERMS</p> <p>3.1. Price must be inclusive of government tax and other applicable charges.</p> <p>3.2. Send-bill arrangement. Bill and other relevant documents must be submitted to DOST-ASTI within five (5) days after conclusion of the trip.</p> <p>3.3. Payment shall be made upon submission of bill and relevant documents, as well as certification and acceptance of the end-user of the service rendered.</p>				
3	<p><b>VEHICLE RENTAL FOR SERVER CONFIGURATION IN NTC REGIONAL OFFICE NO. XI</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the provision of vehicle rental to be used in the conduct of server configuration and deployment in Davao City, Davao Del Sur.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. Tentative Schedule</p> <p>2.1.1. May 23 to 24, 2023, two (2) days only</p> <p>2.1.2. Final schedule to be confirmed by end-user at least three (3) calendar days before travel.</p> <p>2.2. Vehicle</p> <p>2.2.1. Airconditioned van, with eight (8) to ten (10) pax seating capacity.</p> <p>2.2.2. The type of vehicle to be used must be approved by the end-user.</p> <p>2.2.3. Inclusive of meals, accommodation and OT pay of driver, toll fees, gasoline expense, and repair of any engine/vehicle malfunction during the trip, if any.</p> <p>2.3. To be used as a service vehicle by DOST-ASTI staff during the conduct of project activities in the region.</p> <p>2.3.1. Schedule on May 23, 2023:</p> <p>2.3.1.1. Pick-up DOST-ASTI staff from Francisco Bangoy International Airport to NTC Regional Office No. XI, Quimpo Blvd., Ecoland, Matina, Davao City, Davao del Sur.</p> <p>2.3.1.2. Transport DOST-ASTI staff from NTC Regional Office No. XI to their place of accommodation.</p> <p>2.3.2. Schedule on May 24, 2023:</p> <p>2.3.2.1. Pick up DOST-ASTI staff from their place of accommodation at 8:00 AM and transport to NTC Regional Office No. XI.</p> <p>2.3.2.2. Transport DOST-ASTI staff from NTC Regional Office No. XI to Francisco Bangoy International Airport.</p>	1	lot	17000.00	17,000.00

	<p><b>3. PRICE AND PAYMENT TERMS</b></p> <p>3.1. Price must be inclusive of government tax and other applicable charges.</p> <p>3.2. Send-bill arrangement. Bill and other relevant documents must be submitted to DOST-ASTI within five (5) days after conclusion of the trip.</p> <p>3.3. Payment shall be made upon submission of bill and relevant documents, as well as certification and acceptance of the end-user of the service rendered.</p>				
4	<p><b>VEHICLE RENTAL FOR SERVER CONFIGURATION IN NTC REGIONAL OFFICE NO. XIII</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the provision of vehicle rental to be used in the conduct of server configuration and deployment in Butuan City.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and services charges.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. Tentative Schedule</p> <p>2.1.1. May 29 to 30, 2023, two (2) days only</p> <p>2.1.2. Final schedule to be confirmed by end-user at least three (3) calendar days before travel.</p> <p>2.2. Vehicle</p> <p>2.2.1. Airconditioned van, with eight (8) to ten (10) pax seating capacity.</p> <p>2.2.2. The type of vehicle to be used must be approved by the end-user.</p> <p>2.2.3. Inclusive of meals, accommodation and OT pay of driver, toll fees, gasoline expense, and repair of any engine/vehicle malfunction during the trip, if any.</p> <p>2.3. To be used as a service vehicle by DOST-ASTI staff during the conduct of project activities in the region.</p> <p>2.3.1. Schedule on May 29, 2023:</p> <p>2.3.1.1. Pick-up DOST-ASTI staff from Butuan-Bancasi Airport to NTC Regional Office No. XIII, Purok 2, Doongan Rd., Upper Doongan, Butuan City.</p> <p>2.3.1.2. Transport DOST-ASTI staff from NTC Regional Office No. XIII to their place of accommodation.</p> <p>2.3.2. Schedule on May 30, 2023:</p> <p>2.3.2.1. Pick up DOST-ASTI staff from their place of accommodation at 8:00 AM and transport to NTC Regional Office No. XIII.</p> <p>2.3.2.2. Transport DOST-ASTI staff from NTC Regional Office No. XIII to Butuan-Bancasi Airport.</p> <p><b>3. PRICE AND PAYMENT TERMS</b></p> <p>3.1. Price must be inclusive of government tax and other applicable charges.</p> <p>3.2. Send-bill arrangement. Bill and other relevant documents must be submitted to DOST-ASTI within five (5) days after conclusion of the trip.</p> <p>3.3. Payment shall be made upon submission of bill and relevant documents, as well as certification and acceptance of the end-user of the service rendered.</p>	1	lot	20000.00	20,000.00

**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.

