



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

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Apr-21-2025, 2:00 PM		
RFQ No.:	25-04-5179	Date:	April-14-2025
PR No.:	GAA-25-04-20949	Date:	April-04-2025

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	Work Environment Measurement (WEM) 1. BACKGROUND and OBJECTIVES 1.1. DOST-ASTI is seeking qualified and competent service provider for the conduct of Work Environment Measurements (WEM) in DOST-ASTI. This is to maintain a safe and healthy workforce to ensure a hazard-free working condition for employees. 1.2. Work shall include supervision, delivery, and services necessary to properly conduct and implement the works. 1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges. 2. LOCATION 2.1. DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City, Philippines 1101 3. DELIVERY AND PROJECT DURATION 3.1. The project duration covering the Work Environment Measurements shall be for a period of	1	lot	62100.00	62,100.00

One Hundred (100) calendar days upon the issuance of Notice to Proceed.

3.2. Any request for delivery and time extension shall be for valid reasons or of unforeseen circumstances subject to approval, in writing, by DOST-ASTI. Work will be scheduled on or after office hours, and during weekends, and/or holidays duly approved by the end.

4. QUALIFICATIONS

4.1. The Service Provider shall be a testing service provider accredited by the Occupational Safety and Health Center (OSHC) of the Department of Labor and Employment (DOLE) as a WEM Provider. The Service provider must have at least five (5) years' experience in similar or related work to the project.

5. SCOPE OF WORKS

5.1. Pre-Analysis

5.1.1. The Service Provider shall conduct presentation of Project Daily Time Schedule and establish WEM Activity expectation for DOST-ASTI.

5.1.1.1. The Service Provider must submit Test Plan and request to conduct WEM to DOLE OSHC prior to the actual WEM. Actual WEM test should be conducted within forty-five (45) calendar days upon issuance of Notice to Proceed.

5.1.1.2. The Service Provider shall notify DOST-ASTI if the test plan is approved or if certain revisions recommended by the OSHC Environmental Control Division (ECD) must be followed.

5.2. Actual WEM Test

5.2.1. Conduct WEM based on the approved Test Plan. Coordinate with DOST-ASTI for the schedule. Refer to Annex A for the Areas for Measurement and Parameter.

5.2.2. The actual test must be completed within ten (10) calendar days after it is conducted.

5.2.3. The test must be conducted by a registered Industrial Hygienist.

5.3. Post-Analysis

5.3.1. The WEM Industrial Hygienist must present the reports on the physical parameters. The discussion should clarify the direct reading regarding WEM. This activity must be conducted right after the Actual WEM Test.

5.4. Organize a meeting to review all the findings in the WEM Report and collaborate with ASTI personnel to discuss recommendations and necessary actions to address the results.

6. TEST PARAMETERS

6.1. Illumination

6.1.1. Methodology and Analysis: Direct Reading – Lux Meter

6.1.2. Number of Sampling Points: Minimum of Sixty-Two (62) test points

6.2. Air Temperature

6.2.1. Methodology and Analysis: Direct Reading –

<p>WBGT Meter</p> <p>6.2.2. Number of Sampling Points: Minimum of Thirty (30) test points</p> <p>6.3. Relative Humidity</p> <p>6.3.1. Methodology and Analysis: Direct Reading – WBGT Meter</p> <p>6.3.2. Number of Sampling Points: Minimum of Thirty (30) test points</p> <p>6.4. Respirable Dust</p> <p>6.4.1. Methodology and Analysis: Direct Reading – Multigas Analyzer - NDIR</p> <p>6.4.2. Number of Sampling Points: Minimum of Thirty (30) test points</p> <p>6.5. Carbon Dioxide</p> <p>6.5.1. Methodology and Analysis: Direct Reading – Dust Trak</p> <p>6.5.2. Number of Sampling Points: Minimum of Thirty (30) test points</p> <p>7. DELIVERABLES</p> <p>7.1. WEM Report</p> <p>7.1.1. The WEM Report (Direct reading parameters) must be provided to the DOST-ASTI within thirty (30) calendar days after the last day of the Actual WEM Test.</p> <p>7.1.2. The WEM Report (Direct reading parameters with laboratory analysis) must be provided to the DOST-ASTI within forty-five (45) calendar days after the last day of the Actual WEM Test.</p> <p>7.1.3. WEM Report shall include at least the following:</p> <p>7.1.3.1. Conditions at sampling: Parameters, Methods and Standards used</p> <p>7.1.3.2. Results of Measurements</p> <p>7.1.3.3. Evaluation: comparison of results with permissible levels</p> <p>7.1.3.4. Control Measures: evaluation of existing controls; recommendation of appropriate and feasible controls</p> <p>7.3. Service completion</p> <p>8. PAYMENT TERMS</p> <p>8.1. Payment shall be made only upon certification/acceptance by the end-user that the goods are delivered in accordance with the terms of this contract and are duly inspected and accepted. No payment shall be made for goods not delivered.</p> <p>9. OTHER TERMS AND CONDITION</p> <p>9.1. The Service Provider shall not release any information or data obtained in the course of this service to any person or entity without written consent from DOST-ASTI.</p> <p>9.2. All intellectual property, including studies, reports, or other materials, models, spreadsheets, or otherwise, prepared, developed, or produced by the service provider shall belong to and remain the property of DOST-ASTI.</p>				
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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.

