



**ASTI-FM 03-10**  
**REV 5/ 30 APR 2024**

**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> | Nov-04-2024, 2:00 PM                           |              |                 |
| <b>RFQ No.:</b>                        | 24-10-5066                                     | <b>Date:</b> | October-28-2024 |
| <b>PR No.:</b>                         | ROAMER-24-10-20167                             | <b>Date:</b> | October-18-2024 |

*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</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Six (6) lots of Vehicle Rental to be used during the conduct of drone test flights and experiments of ASIMOV-HAWKS Project.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. Lease/rental of transportation vehicle good for twelve (12) hours usage per day</p> <p>2.2. Capacity: Can accommodate big equipment with a dimension of L34" x W34" x H35"</p> <p>2.3. Number of Passengers: At least seven (7) pax</p> <p>2.4. Vehicle Type: Closed-type, spacious van with air conditioning system</p> <p>2.5. Number of Usage: Six (6) Days</p> <p>2.6. Duration of Usage: 01 November 2024 - 02 December 2024</p> <p>2.7. Possible Routes: Areas within Davao City</p> <p>2.7.1. ASIMOV-HAWKS Project Office, Pryce Tower Davao, J.P. Laurel Ave., Davao City to any areas within Davao City but not limited to the following:</p> | 6   | lot  | 4200.00         | 25,200.00        |

|   |   |   |     |         |           |
|---|---|---|-----|---------|-----------|
|   | <p>2.7.1.1. Bago Oshiro, Tugbok, Davao City; and/or</p> <p>2.7.1.2. Talandang, Davao City; and/or</p> <p>2.7.1.3. Catalunan Grande, Davao City; and/or</p> <p>2.7.1.3. Diversion Road, Davao City.</p> <p>2.8. Rate must include vehicle rental cost, fuel cost, driver's fee &amp; meals, bank charges, and all other charges related to the rental.</p> <p>2.9. Designated driver of the service provider must have a valid driver's license with restriction code of at least 1 and 2 and must be fully vaccinated against COVID-19.</p> <p>2.10. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day, which is not subject to change.</p> <p>2.11. The schedules of the trips are executory upon the perfection of the contract and issuance of the Notice to Proceed (NTP) unless otherwise re-scheduled or canceled by the end-user for any justifiable causes. 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.</p> <p><b>3. DELIVERY AND PAYMENT TERMS</b></p> <p>3.1. The final schedule for van rental will be provided by the end-user at least two (2) days prior to each daily activity.</p> <p>3.2. The tentative schedule will be at least once a week or depending on the needs of the project during the specified duration.</p> <p>3.3. The maximum number of lots (trips) is six (6); however, due to unpredictable weather conditions that would make scheduled activities difficult, only the actual usage will be processed for payment.</p> <p>3.4. Progress payment is allowed, subject to the submission of billing statement and other documentary requirements.</p> |   |     |         |           |
| 2 | <p><b>VEHICLE RENTAL</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Three (3) lots of Vehicle Rental to be used as transportation of the team, guests, and project equipment during the ASIMOV Program-Wide Congress and PCIEERD monitoring.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. Lease/rental of transportation vehicle good for twelve (12) hours usage per day</p> <p>2.2. Vehicle Type: Closed-type, spacious van with air conditioning system</p> <p>2.3. Number of Passengers: At least seven (7) pax</p> <p>2.4. Number of Usage: Three (3) Days</p>   | 3 | lot | 4200.00 | 12,600.00 |

|   |  |   |     |          |           |
|---|--|---|-----|----------|-----------|
|   | <p>2.5. Duration of Usage: 11-15 November 2024</p> <p>2.6. Possible Routes: Areas within Davao City</p> <p>2.6.1. ASIMOV-HAWKS Project Office, Pryce Tower Davao, J.P. Laurel Ave., Davao City to any areas within Davao City but not limited to the following:</p> <p>2.6.1.1. Davao International Airport, Buhangin, Davao City; and/or</p> <p>2.6.1.2. Downtown areas of the city.</p> <p>2.7. Rate must include vehicle rental cost, fuel cost, driver's fee &amp; meals, bank charges, and all other charges related to the rental.</p> <p>2.8. Designated driver of the service provider must have a valid driver's license with restriction code of at least 1 and 2 and must be fully vaccinated against COVID-19.</p> <p>2.9. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day, which is not subject to change.</p> <p>2.10. The schedules of the trips are executory upon the perfection of the contract and issuance of the NTP unless otherwise re-scheduled or canceled by the end-user for any justifiable causes. If delays or rescheduling are likely to be incurred, the end-user unit shall notify the DOST-ASTI 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.</p> <p><b>3. DELIVERY AND PAYMENT TERMS</b></p> <p>3.1. The final schedule for van rental will be provided by the end-user at least two (2) days prior to each daily activity.</p> <p>3.2. Full payment shall be made upon certification and acceptance of the end-user of the services rendered. No payment shall be made for services not yet rendered.</p> |   |     |          |           |
| 3 | <p><b>VEHICLE RENTAL</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the One (1) lot of Vehicle Rental to be used during the joint fieldwork activities with one of the project stakeholders and PCIEERD monitoring team.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. Lease/rental of transportation vehicle good for twelve (12) hours usage per day</p> <p>2.2. Quantity: Four (4) Units of Van</p> <p>2.3. Capacity: Can accommodate big equipment with a dimension of L34" x W34" x H35"</p> <p>2.4. Vehicle Type: Closed-type, spacious van with air conditioning system</p> <p>2.5. Number of Passengers: At least seven (7) pax per unit</p> <p>2.6. Schedule of Travel: 13-14 November 2024</p>   | 1 | lot | 39200.00 | 39,200.00 |

|   |  |   |     |          |           |
|---|--|---|-----|----------|-----------|
|   | <p>2.7. Route: ASIMOV-HAWKS Project Office, Pryce Tower Davao, J.P. Laurel Ave., Davao City to areas within Carmen, Davao del Norte and vice versa.</p> <p>2.8. Rate must include vehicle rental cost, fuel cost, driver's fee &amp; meals, bank charges, and all other charges related to the rental.</p> <p>2.9. Designated driver of the service provider must have a valid driver's license with restriction code of at least 1 and 2 and must be fully vaccinated against COVID-19.</p> <p>2.10. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day, which is not subject to change.</p> <p>2.11. The schedules of the trips are executory upon the perfection of the contract and issuance of the Notice to Proceed (NTP) unless otherwise re-scheduled or canceled by the end-user for any justifiable causes. 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.</p> <p><b>3. DELIVERY AND PAYMENT TERMS</b></p> <p>3.1. The final schedule for van rental will be provided by the end-user at least two (2) days prior to each daily activity.</p> <p>3.2. Full payment shall be made upon certification and acceptance of the end-user of the services rendered. No payment shall be made for services not yet rendered.</p> |   |     |          |           |
| 4 | <p><b>VEHICLE RENTAL</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the One (1) lot of Vehicle Rental to be used for transportation of project personnel and equipment for participation in the National Science, Technology, and Innovation Week (NSTW) 2024 exhibit.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. Lease/rental of transportation vehicle for a 12-hour all-inclusive per day usage during the event totaling to six (6) days trip.</p> <p>2.2. Capacity: Can accommodate big equipment with a dimension of L34" x W34" x H35"</p> <p>2.3. Number of Passengers: At least eight (8) pax</p> <p>2.4. Tentative Schedule of Travel:</p> <p>2.4.1. 26 November 2024 (1-Day Usage)</p> <p>2.4.2. 28 November 2024 - 02 December 2024 (5-Day Straight Usage)</p> <p>2.5. Route: ASIMOV-HAWKS Project Office, Pryce Tower Davao, J.P. Laurel Ave., Davao City to areas within Cagayan de Oro City and vice versa.</p>  | 1 | lot | 49500.00 | 49,500.00 |

2.6. Rate must include vehicle rental cost, fuel cost, driver's fee & meals, bank charges, and all other charges related to the rental.

2.7. Designated driver of the service provider must have a valid driver's license with restriction code of at least 1 and 2 and must be fully vaccinated against COVID-19.

2.8. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day, which is not subject to change.

2.9. The schedules of the trips are executory upon the perfection of the contract and issuance of the Notice to Proceed (NTP) unless otherwise re-scheduled or canceled by the end-user for any justifiable causes. 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. DELIVERY AND PAYMENT TERMS

3.1. The final schedule for van rental will be provided by the end-user at least two (2) days prior to the travel.

3.2. Full payment shall be made upon certification and acceptance of the end-user of the service rendered. No payment shall be made for services not yet rendered.

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

**Php 126,500.00**

## 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.*