



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

Kind of Procurement Activity:	Negotiated Procurement: Lease of privately Owned Real Property		
Deadline of Submission of Bids:	Jul-27-2018, 2:00 PM		
RFQ No.:	18-07-1958	Date:	July-23-2018
PR No.:	DOE-3-18-07-5953	Date:	July-13-2018

The Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers, contractors or distributors, to submit their quotations, together with their eligibility documents for the item(s) listed below. Guidelines regarding the format and eligibility documents needed are listed at the box below the item(s) to be procured.

Quotations may be electronically mailed at bac-sec@asti.dost.gov.ph or it may be submitted via fax or by delivering it to the office on or before the deadline. For inquiries, you may call the number - 426-7423 and look for ASTI's BAC Secretariat

Respectfully,


Pedrito B. Mangahas
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Lease of Venue including accommodation and meals for 4 days and 3 nights at Batangas To conduct User Experience Workshop for estimate 58 participants on 8 to 10 August 2018 venue at Batangas Venue must be well secured and has adequate parking space Facilities: - Available two (2) conference/function room - Classroom table set-up for 30-58 participants - No obstructing pillars Amenities include: - Secretariat's table - Microphones, at least two (2) units - Pads, pencils and candies - Two (2) Projector screen and table for LCD Projector - Free and steady Wi-Fi connection - Waived electricity charges for use of laptops and projectors and other equipment - Extension cords - Free flowing coffee/tea Audible/Operation Sound System Area should accommodate 58 participants At least 3 star hotel -inclusive of transportation for 58 participants from ASTI to Batangas and vice-versa - 18 pax from DOE to Batangas and vice-versa - 40 pax</p> <p>Note: - Actual number of attendees will be confirmed 1 week before the event</p>	1	lot	620000.00	620,000.00

- Down payment not to exceed fifty percent (50%) shall be allowed in accordance with RA 9184 implementing rules and regulations				
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TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 620,000.00

GUIDELINES

A. Submission of Quotations

1. The quotation should include the RFQ or the P.R. Number found above.
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation.
3. The quotations shall include the signature of the company's representatives.

B. Eligibility Requirements

As per GPPB No. 21-2017 amending the Annex H of the 2016 R-IRR of RA 9184, the following shall be submitted:

For procurement of goods:

1. PhilGEPS Certificate of Plantinum Membership
Note: If unavailable, submit the following:
 - a. PhilGEPS Registration Number
 - b. Mayor's Permit or BIR Certificate of Registration
2. Income/Business Tax Return
Note: Applicable only for ABCs above Php500,000.00
3. Omnibus Sworn Statement
Note: Applicable only for ABCs above Php50,000.00 and must be submitted upon post-qualification

For procurement of infrastructure:

1. The requirements for goods.
2. Valid PCAB License.

For procurement of consulting services:

1. The requirements for goods.
2. Valid PRC License or Curriculum Vitae.

NOTE: For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid.
2. For all kinds of procurement, the bidder who passed the bid evaluation shall submit a duly notarized omnibus sworn statement, unless otherwise provided.
3. All transactions are subject to creditable withholding tax; and final Value Added Tax (VAT) or percentage tax per revenue regulation/s of the Bureau of Internal Revenue (BIR).
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery.
5. The Advanced Science and Technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.