



**DOST – ASTI BIDS and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement : Small-Value Procurement		
Deadline of Submission of Bids:	27 July 2018, 2:00 PM		
RFQ No.:	18-07-1955	Date:	23 July 2018
PR No.:	GAA-18-07-6101 & GAA-18-07-6102	Date:	19 July 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 in the box below for 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
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY.	UNIT	UNIT PRICE (PHP)	TOTAL PRICE (PHP)
1	Vehicle Rental Quantity : One (1) – 12-seater van with air condition – Tentative Date : 27-31 August 2018 – Multiple trips from Manila going to Mindoro and Marinduque provinces – Inclusive of the following: 1. Driver's fee 2. Driver's meals 3. Driver's accommodation 4. Gasoline expenses 5. Toll fees 6. Fee for the transportation of vehicle 7. Other miscellaneous expenses that may arise during the travel 8. VAT and other charges Note: Start time and end time shall be confirmed by the End-user at least two (2) days before the actual event.	1	Lot	42,000.00	42,000.00
2	Vehicle Rental Quantity : One (1) – 12-seater van with air condition – Tentative Date : 27-31 August 2018 – Multiple trips from Manila going to Romblon province – Inclusive of the following:	1	Lot	48,000.00	48,000.00

<ol style="list-style-type: none"> 1. Driver's fee 2. Driver's meals 3. Driver's accommodation 4. Gasoline expenses 5. Toll fees 6. Fee for the transportation of vehicle 7. Other miscellaneous expenses that may arise during the travel 8. VAT and other charges <p>Note: Start time and end time shall be confirmed by the End-user at least two (2) days before the actual event.</p>				
--	--	--	--	--

TOTAL APPROVED BUDGET FOR CONTRACT:

PHP 90,000.00

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 Resolution 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 Platinum 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.



CHECKLIST OF DOCUMENTARY REQUIREMENTS

Negotiated Procurement: Small Value Procurement

Above PhP50,000.00

PhP50,000.00 and Below

Rule: For approved Budget for the Contract amounting to PhP1,000,000.00 and below

PURCHASE ORDER NO. _____ SUPPLIER: _____	REMARKS	CERTIFIED CORRECT BY PERSON IN CHARGE	DATE
A. Annual Procurement Plan			
B. Purchase Request	<i>consolidated</i>	<i>[Signature]</i>	<i>07/20/18</i>
C. Request for Quotation (RFQ) / Request for Proposal (RFP)	<i>#3</i> <i>CAA-18-07-6101</i> <i>CAA-18-07-6102</i> <i>18-07-1455</i>	<i>[Signature]</i>	<i>07/20/18</i>
1. DOST-ASTI Website (if applicable)			
2. PhilGEPS Website (if applicable)			
3. Conspicuous Place in the Premises of Procuring Entity (if applicable)			
D. Accomplished RFQ / RFP Form sent to atleast three (3) suppliers / contractors / consultants			
E. Quotations / Proposals			
F. Eligibility Requirements			
1. Bureau of Internal Revenue Certificate of Registration or Mayor's / Business Permit			
2. PhilGEPS Registration Number or Platinum Certificate of Registration			
3. Income / Business Tax Return (if applicable)			
4. Philippine Contractors Accreditation Board License (for Infrastructure)			
5. Professional Regulation Commission License or Curriculum Vitae (for Consulting Services)			
6. Omnibus Sworn Statement			
G. Abstract of Bids			
H. Bids and Awards Committee Resolution (if applicable)			
I. Notice of Award (if applicable)			
J. Purchase Order / Work Order			
K. Notice to Proceed (Issued)			
L. Obligation Request			
M. Billing Statement / Statement of Account / Sales Invoice			
N. Delivery Receipt			
O. Extension of Delivery/ Performance Time (Recommended by End-user, approved by the Head of Procuring Entity)			
P. Certificate of Completed Output			
Q. Documentary Requirements from Property Unit			
1. Inspection and Acceptance Report (if applicable)			
2. Inventory Custodian Slip (if applicable)			
3. Acknowledgment Receipt for Equipment			

FOR PAYMENT

*Section 54.2.1, Rule XVI, 2016 Revised IRR of R.A 9184

**Annex H, Revised IRR of R.A 9184

Certified Complete by:

Signature Over Printed Name