



ASTI - FM 03-10
Rev 0 /02 APR 2018

DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Aug-08-2018, 2:00PM		
RFQ No:	18-08-1986	Date:	August 03-2018
PR No:	GAA-18-08-6185 & GAA-18-08-6187	Date:	August 02-2018

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 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	Vehicle rental for display items for RSTW 2018 in Gonzaga, Cagayan	1	lot	30,000.00	30,000.00
	preferably 12-seater airconditioned closed van, 2016-2018 model - with government permit to travel to any part of Luzon - Tentative dates of RSTW-ROII- Aug. 12-17, 2018 - Tentative date of departure from DOST-ASTI to Gonzaga, Cagayan: 10 August 2018, 8pm or upon advise - tentative date of departure from Gonzaga, Cagayan to DOST-ASTI: 18 August 2018, 6pm or upon advise - with 2 drivers with LTO professional license - inclusive of driver fees, toll fees, fuel charges and meals of drivers during the travel - vehicle must also have a cart for unloading of boxes and equipment from vehicle to venue - can accommodate at least 2-3 passengers and the following equipment:				

	>1 diwata- 2 satellite (approx 20 kilos) >1 MAYA-1 cube satellite (approx 5 kilos) >1 DOST-ASTI interactive diorama (approx 10 kilos) >1500 pcs A5 size brochure inserts (approx 5 kilos) >2 tarpaulin pull up banners (approx 5 kilos) >1 tobleron standee (approx 10 kilos) >1 travelling bag (approx 10 kilos)				
2	Vehicle Rental	1	lot	28,000.00	28,000.00
	Quantity :1 -12 -seater van with air condition -Tentative date : August 13 to 16, 2018 -Multiple trips from and to Tuguegarao and Apayao and within Apayao -Inclusive Following: 1.Driver's fee 2.Driver's meals 3.Driver's accommodation 4.Gasoline expenses 5.Toll fees 7.Other miscellaneous expenses that may arise during the travel. 8. VAT Note: Start time and end time shall be confirmed by the end-user at least 2 days before the actual event.				
TOTAL APPROVED BUDGET FOR THE CONTRACT:					Php58,000.00

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.