




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

Kind of Procurement Activity:		Negotiated Procurement : Small Value Procurement	
Deadline of Submission of Bids:		18 September 2018, 2:00 PM	
RFQ No.:	18-09-2120	Date:	13 September 2018
PR No.:	GAA-18-08-6377, GAA-18-09-6583 & GAA-18-09-6590	Date:	16 August 2018, 04 September 2018 & 06 September 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
Chairperson/BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY.	UNIT	UNIT PRICE (PHP)	TOTAL PRICE (PHP)
1	Catering Service for DNSSEC Training Tentative Schedule: November 2018, three (3) days Estimated No. of Pax: Fifty (50) pax Requirement: AM and PM snacks, buffet lunch	1	Lot	90,000.00	90,000.00
2	Dinner/Networking Cocktails (for DNSSEC Training) Tentative Schedule: Last day of training schedule Estimated No. of Pax: Sixty (60)	1	Lot	24,000.00	24,000.00
3	Meals for Participants- Exit Presentation of Dr. Joe Rubrico (Balik Scientist) <ul style="list-style-type: none"> - Tentative Date: 01 October 2018, 9 AM - 4 PM - Estimated No. of Participants: Thirty-five (35) pax - Final no. of pax to be advised by DOST-ASTI at least three (3) days before the activity - Requirement: Buffet lunch and light snacks 	1	Lot	31,500.00	31,500.00

	<ul style="list-style-type: none"> - Buffet Lunch Preferred Menu: <ul style="list-style-type: none"> ✓ Unlimited rice, one (1) chicken menu, one (1) beef menu, one (1) vegetable menu, fresh fruits, unlimited juice/drinks, overflowing brewed coffee/tea with creamer and sugar - PM Snacks (Light): <ul style="list-style-type: none"> ✓ One (1) clubhouse sandwich, one (1) pasta/chapchae, overflowing brewed coffee/tea with creamer and sugar <p>Other Terms:</p> <ol style="list-style-type: none"> 1. Menu shall be approved by End-user. 2. Must have 10% buffer on meal requirement. 3. Rectangular table with blue and white linen table cover to be provided by the caterer. 4. Chairs with white linen cover to be provided by caterer. 5. Setup time for catering service is 8 AM. 6. Payment shall be on send bill arrangement only. 7. Cost of food should not be more than Php450.00 per person. <p>Venue: ASTI Training Room, G/F ASTI Bldg., C.P. Garcia Avenue, Diliman, Quezon City</p>				
4	<p>Catering Services (FAD Training / Orientation for DOST-ASTI Personnel)</p> <ul style="list-style-type: none"> - Tentative Dates: 02-05 October 2018 - Number of Pax Guaranteed: Forty (40) pax per day - Estimated Number of Attendees: Fifty (50) pax per day - Final number of pax to be confirmed two (2) days before the date of event 	1	Lot	80,000.00	80,000.00

	<ul style="list-style-type: none"> - Requirement: AM snacks, lunch, PM snacks and menu list must be included <p>a. For AM and PM snacks:</p> <ul style="list-style-type: none"> - Either light or heavy AM and PM snacks - Plated AM and PM snacks - Free-flowing coffee <p>b. For lunch:</p> <ul style="list-style-type: none"> - At least two (2) main dishes either beef, chicken, or fish - One (1) vegetable dish - One (1) dessert - One (1) round of juice or iced tea - Rice enough for the number of attendees <p>c. Inclusions:</p> <ul style="list-style-type: none"> - Complete catering equipment - Assisted service buffet set up - Tables and chairs with covers - At least two (2) uniformed waiters - Purified or mineral water for drinking - Buffet must include 10% buffer <p>*NOTE:</p> <ul style="list-style-type: none"> - Proposal be inclusive of taxes and other charges. - Proposal must include cost per person and should not exceed PhP500.00 per person. - Computation: PhP500.00 x 40 pax x 4 days = PhP80,000.00 				
TOTAL APPROVED BUDGET FOR CONTRACT:					PHP 225,500.00

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.