



ASTI-FM 03-10
REV 0/2 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:	Nov-30 -2018, 2:00 PM		
RFQ No.:	18-11-2258	<i>Dec.03 Adj</i>	Date: November-26-2018
PR No.:	GAA-18-11-6955		Date: November-22-2018

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
PEDRITO B. MANGAHAS
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Catering Service Tentative date: 14 December 2018 Estimated No. of Participants:265 pax Requirement: Buffet Lunch and Light Snacks (AM & PM Snacks) Other Terms: menu shall be approved by end-user must have 10% buffer on meal requirement rectangular table with blue & white linen table cover to be provided by the caterer setup time for catering services is 8 AM cost of food should not be more than Php500.00 per person *Bidder to enclose accomplished Criteria, together with the quotation. *Quotation must be inclusive of tax. Payment shall be on send bill arrangement only Inclusive of tax, fees and charges.	1	lot	132500.00	132,500.00

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 132,500.00

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 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.