



Republic of the Philippines  
Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



ASTI-FM 03-10  
REV 0/2 APR 2018

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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement: Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	<del>Nov 30</del> 2018, 2:00 PM		
<b>RFQ No.:</b>	18-11-2248	<i>Dec. 03 Adj</i>	<b>Date:</b> November-26-2018
<b>PR No.:</b>	GAA-18-10-6744		<b>Date:</b> October-09-2018

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](mailto: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	<p><b>Brokerage Services</b></p> <p>Consignee: DOST-ASTI, ASTI Building, C.P. Garcia Ave., UP Technology Park, Diliman, Quezon City</p> <p>Scope of Services: The Contractor shall provide customs brokerage services and other professional services relating to customs and duties procedures, practices including:</p> <p>I. Consultation</p> <p>a. Unlimited number of consultations and follow-ups regarding the importation including but not limited to tax laws, procedures, and practices</p> <p>b. Consultations may be done through phone, mobile, email, letter etc.</p> <p>c. Contractor shall assign one (1) account representative to liaise directly with DOST-ASTI to monitor status of applications, importations, payment duties and taxes, access to warehouse, coordination with trucking and delivery services (when necessary);</p> <p>II. Processing of Tax Exemptions, Certification, and Clearances</p> <p>a. DOST-ASTI shall provide pertinent documents relating to application of the tax exemption;</p> <p>b. Application and secure certification and clearances;</p> <ul style="list-style-type: none"> <li>- Follow-up on release of clearance from Office of the Commissioner</li> <li>- Purchase, prepare, sign, and file BOC import documents and pay necessary payments / fees</li> </ul>	1	lot	360000.00	360,000.00

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101

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• Fax No.: +632 925-8598

(Bureau of Customs Import documents, Custom Fees, metered stamps, import entry process etc.)

c. Declaration of customs, duties, and taxes

d. Trucking and logistics

- From port, contractor shall be able to release importation to the designated warehouse

- From designated warehouse, imported equipment shall be in a secured facility / space with CCTV, door locks, security guard in premises;

- Deliver of units from warehouse to DOST-ASTI shall be done in batches, schedule to be determined;

## II. Importation

a. Contractor shall monitor shipment arrival, pay import local taxes, documentation and lodgement of entry, process, import entry at customs, payment of port charges and secure gate pass for delivery of shipment.

b. DOST-ASTI shall provide pro-forma invoice, packing list at least 14 days for connecting shipment or 7 days for straight shipment to the contractor

c. DOST-ASTI shall provide estimate number of containers for either 40 footer / 20 footer, Less Container Load (LCL) for Full Container Load (FCL) to the contractor

d. Contractor must be affiliated with an international forwarding company to facilitate shipment from point of origin to final destination

e. For imported equipment to be returned to destination

- Contractor shall coordinate with DOST-ASTI when necessary

- Contractor shall pick-up imported shipment from DOST-ASTI return to port and send back to place of origin.

- Contractor shall facilitate and pay for corresponding fees

## III. Warehousing

a. Contractor shall provide 33-66 sqm (expandable when necessary; billed according to space occupied);

b. Location must be in proximity to DOST-ASTI preferably within Quezon City area for ease of access of stored equipment (i.e. inspection, pull-out, deployment etc.)

b. DOST-ASTI shall assign designated warehouse personnel to check shipment and ensure that the shipment are all accounted and all secured in warehouse;

c. Warehouse must be secured with CCTV, door locks, security guard in premises;

## IV. Trucking and Logistics

a. From port, contractor shall be able to release importation to the designated warehouse

b. From designated warehouse, imported equipment shall be in a secured facility/space with CCTV, door locks preferably biometric lock, security guard in the premises;

c. Delivery of units from warehouse to DOST-ASTI shall be done in batches to be scheduled by end-user;

d. Should there be a need for transfer to another warehouse; contractor must provide transportation to

transfer all equipment to another designated warehouse;

V. Insurance

- a. Shipper shall be advised to avail of Cost Insurance Freight (CIF) until final destination which is the designated warehouse;
- b. Include insurance for fire;

V. Billing shall be made on a per transaction / shipment / monthly rental

Notes:

- Other related unforeseen expenses shall billed correspondingly to DOST-ASTI
- Duties and Taxes shall be settled under ASTI's BRN Account
- Supplier shall not bear expenses caused by other circumstances beyond control such as (late turnover of shipping documents, BOC server is down, or port congestion)

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 360,000.00**

**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 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.