



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: Lease of privately Owned Real Property |              |                 |
| <b>Deadline of Submission of Bids:</b> | Jan-22-2019, 2:00 PM   |              |                 |
| <b>RFQ No.:</b>                        | 18-12-2287   | <b>Date:</b> | January-18-2019 |
| <b>PR No.:</b>                         | GAA-19-01-7197   | <b>Date:</b> | January-16-2019 |

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**  
Chairperson, BAC-1

| NO. | TECHNICAL SPECIFICATIONS   | QTY | UNIT | UNIT PRICE(Php) | TOTAL PRICE(Php) |
|-----|--|-----|------|-----------------|------------------|
| 1   | <p><b>Rental of venue in Baguio City inclusive of accommodation and full board meals for 2019 DOST-ASTI Operational Planning Workshop</b><br/>Tentative duration: February 6 to 8, 2019</p> <p>Requirements:</p> <p>A. Accommodation<br/>Check in on February 6, 2018, a.m.<br/>Check out on February 8, 2018<br/>Duration of stay: 3 days/2 nights stay<br/>No. of guests: 50 pax (standard room or equivalent, room sharing). Rooms should be of good standard (i.e. no leaks and unsightly markings in beds/bedding/ceilings, etc.).</p> <p>Rooms: one (1) standard room for the agency head; standard twin/triple sharing rooms for the rest of the guests</p> <p>B. Meals<br/>Day 1: am snack, lunch, pm snack, dinner<br/>Day 2: breakfast, am snack, lunch, pm snack, dinner<br/>Day 3: breakfast, am snack, lunch, and pm snack f or take-out</p> <p>1. Meal preferences:</p> <p>a. Menu for breakfast/lunch/dinner should include 3 viands consisting of meat dish (choices of chicken, beef, pork); seafood dish; vegetable dish; with desserts, choice of beverages (fruit juices/soda)</p> | 1   | lot  | 375000.00       | 375,000.00       |

b. Meals for one (1) pure vegetarian guest (no meat, no seafood and fish/shellfish, no onion, no garlic, no beef/chicken bouillon, no oyster sauce, no fish sauce, no animal fat/oil)

c. Meals for one (1) muslim staff (Halal, no pork)

2. Winning supplier to provide menu list with separate menu for vegetarian and muslims. All meals for selection and approval of DOST-ASTI.

3. With flowing brewed coffee and tea during sessions.

C. Function/conference room for 50 guests with set up: with stable wifi connection, projection screen, whiteboard, tables, chairs, audio eqpt w/ three (3) microphones, airconditioned room, papers/pencils, mints/candies, extension outlets for participants' laptops, etc.

D. Complimentary use of other facilities/amenities: Please specify facilities/amenities such as parking, gym, etc.

Note:

- Final dates to be advised to the winning bidder.
- Rates should be inclusive of applicable taxes.
- Bidder should be PHILGEPS-registered.
- Payment through bank.

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

**Php 375,000.00**

**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 Plantinum 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.