



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:	Apr-05-2019, 2:00 PM		
RFQ No.:	19-04-2349	Date:	April-01-2019
PR No.:	GAA-19-01-7154	Date:	January-07-2019

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 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,


REDRITO B. MANGAHAS
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Catering Service for Basic Intellectual Property Management Training Tentative Dates: May 20 to 22, 8am-5pm (3 days) Minimum: 25pax/day; Maximum: 35 pax/day *Final no. of pax to be advised by DOST-ASTI three days before the actual date -AM snacks (heavy): 1 choice of pastries/bread (big serving) + pasta/snack dishes, congee, etc., drinks, unlimited coffee and tea -PM snacks (heavy): 1 choice of pastries/bread (big serving) + pasta/ snack dishes, congee etc., drinks, unlimited coffee and tea -Buffet Lunch: 1 Soup, 2 Hot Items (chicken/fish, pork/beef), 1 vegetable menu, 1 assorted vegetable salad, 2 dessert choices, including fruits, unlimited juice/drinks, unlimited coffee and tea -Must have 10% buffer on meal requirement -Menu shall be approved by end-user -Full catering setup (utensils, round table with linen cover and centerpiece; chairs with linen cover) -Set up time is 6:00 AM; Serving time are: 9:00 am (AM snack), 12:00 NN (lunch), and 3:00 PM (PM snack) -Payment shall be on send bill arrangement only, SOA based on actual confirmed number of pax by end-user -Penalty shall be imposed for late arrival of food (food</p>	1	lot	52500.00	52,500.00

should be ready at least 1 hour before serving time); 20% off in the final amount for late service
 -Cost of AM + PM snacks + Lunch should not be more than Php 500.00 per person/day
 -Must provide environment-friendly container and utensils for excess food
 Venue: ASTI Training Room, G/F ASTI Bldg., C.P. Garcia Avenue, Diliman, Quezon City
 For other concerns: please contact Mr. Eduardo Lorenz Bunag at (02) 249-8500 local 1108

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 52,500.00

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 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.

