



ASTI-FM 03-10
REV 2 / 13 MAR 2019

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

Kind of Procurement Activity: Negotiated Procurement:Small-value Procurement	
Deadline of Submission of Bids: Jun-24-2019, 2:00 PM	
RFQ No.: 19-06-2484	Date: June-18-2019
PR No.: GAA-19-06-7985	Date: June-17-2019

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the item/s listed below. As such, suppliers, contractors, or distributors are invited to submit their quotation/s duly signed by authorized representative. Prospective bidder/s who will submit a proposal with the single/lowest calculated and responsive quotation shall be selected. Guidelines on the format and eligibility documents are listed at the box below the item/s to be procured.

Quotations may be sent via a) electronic mail at bac-sec@asti.dost.gov.ph, b) fax message, or c) delivering documents to the BAC Secretariat. For further inquiries, you may contact +63 2 249-8500 local 1206/1212 or +63 2 426-7423.

Thank you.

Respectfully,


PEDRITO B. MANGAHAS
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Catering Service - One (1) Day Forum for the CY2019 NSTW</p> <p>1. Service Date(s) and Duration: 19 July 2019 (1 day).</p> <p>2. Service Venue / Event Venue: World Trade Center Metro Manila (WTCMM), Pasay City.</p> <p>3. Estimated No. of Participants: 70 persons/day @ PHP1,650.00/person/day estimated budget.</p> <p>3.1. Final no. of persons/guests to be advised by DOST-ASTI at least three (3) days before the activity.</p> <p>4. Food and Beverage Requirements.</p> <p>4.1. Buffet lunch.</p> <p>4.1.1. Food theme: International / continental.</p> <p>4.1.2. Hot Dish.</p> <p>4.1.2.1. One (1) fresh garden salad bar with at least two (2) salad dressings.</p> <p>4.1.2.2. Minimum of one (1) soup dish (no meat).</p> <p>4.1.2.3. Minimum of three (3) main dishes: Chicken, beef, fish.</p> <p>4.1.2.4. Minimum of one (1) vegetable dish.</p> <p>4.1.2.5. No pork dish.</p> <p>4.1.2.6. Starch dish, i.e. rice.</p> <p>4.1.3. Dessert.</p> <p>4.1.3.1. Minimum of two (2) dessert choices.</p> <p>4.1.3.1.1. Fresh fruits.</p> <p>4.1.3.1.2. Pastries.</p>	1	lot	115500.00	115,500.00

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

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- 4.2. Morning (AM) and Afternoon (PM) snacks.
 - 4.2.1. Pasta dish or sandwich or similar/equivalent snack item.
 - 4.2.2. Breads, pastries or bite-size cakes.
- 4.3. Cold Drinks.
 - 4.3.1. Included in main meal(s) and snack(s).
 - 4.3.2. Fresh juice, soda and/or iced tea.
 - 4.3.3. Mineral water.
- 4.4. Hot drinks.
 - 4.4.1. Included in main meal(s) and snack(s).
 - 4.4.2. Brewed and decaffeinated coffee.
 - 4.4.3. Tea (black, green and/or earl grey).
 - 4.4.4. Accompaniments: sugar, creamer, and fresh milk.
- 4.5. Menu.
 - 4.5.1. External Provider shall submit at least three (3) menu choices. Final menu shall be approved by DOST-ASTI.
 - 4.5.2. Provision for ala-carte meals for vegetarian, Halal, and other dietary restrictions. DOST-ASTI will advise as to quantity of dietary-restricted meals that will be prepared, which shall be counted against the total food requirements.
5. Accreditation Requirements.
 - 5.1. For events held at venues outside of DOST-ASTI it is the sole responsibility of the External Provider that they are accredited by the external service venue, if such venue requires accreditation, at the time of submission of their proposal. External Provider shall submit proof of such accreditation either with their bid or upon request of DOST-ASTI.
6. General Requirements.
 - 6.1. Timely Delivery of Services.
 - 6.1.1. The External Provider should have the necessary resources to provide and organize catering services when requested by DOST-ASTI which will provide adequate notice period.
 - 6.1.2. Set-up of catering services equipment and related materials should be completed at least two (2) hours before the event start time on the specified service date(s).
 - 6.1.3. Food should be ready for serving at least one (1) hour before the event start time on the specified service date(s).
 - 6.1.4. Packed food should be delivered at least one (1) hour before the event start time on the specified service date(s).
 - 6.1.5. Coffee Break / Snacks Timing.
 - 6.1.5.1. Estimated duration: 15 to 30 minutes.
 - 6.1.5.2. Between 9:00AM and 11:30AM.
 - 6.1.5.3. Between 3:00PM and 4:30PM.
 - 6.1.6. Lunch Break Timing.
 - 6.1.6.1. Estimated duration: 1 up to 2 hours.
 - 6.1.6.2. Between 12:00NN and 2:00PM.
 - 6.1.7. DOST-ASTI will notify the External Provider of any change or adjustment in the schedule or timing of the delivery of services.
 - 6.2. Service Management and Coordination.
 - 6.2.1. DOST-ASTI shall provide the name and

contact information of its coordinator / contact person to the External Provider.

6.2.2. The External Provider shall appoint a coordinator / contact person that will deal with DOST-ASTI's requests.

6.2.3. The External Provider coordinator / contact person, or an alternate, shall be available via phone at all times during normal working hours (Monday to Friday, from 8:00AM to 5:00PM).

6.2.4. The External Provider coordinator / contact person, or an alternate, shall be available via phone at all times during the specified service date(s).

6.2.5. The External Provider shall appoint an on-site service manager that will deal with DOST-ASTI's requests on the specified service date(s) at the specified service venue(s).

6.2.6. The External Provider shall provide to DOST-ASTI the names and contact information (email address, work number, and mobile number) of its appointed coordinator / contact person and on-site service manager.

6.2.7. The External Provider shall provide to DOST-ASTI the names and contact information of its company manager or officer of sufficient rank and authority who may resolve issues in case that the appointed coordinator / contact person and/or on-site service manager cannot resolve DOST-ASTI's requests and/or instructions.

6.3. The External Provider should ensure that environmentally friendly actions are taken with regards to the disposal of the waste.

6.4. The External Provider should be able to provide related cutlery and prepare a buffet and catering stations where necessary, including provision of tables, chairs, table cloths and linens, centerpiece, and other related items. External Provider shall submit a sample design for approval by DOST-ASTI when so requested.

6.5. The External Provider shall provide containers for food left-overs.

6.6. The External Provider shall provide at least a ten percent (10%) buffer on all food and beverage requirements.

7. Amendments.

7.1. Any amendment to this agreement shall be made in writing and mutually agreed upon by both parties.

8. Payment.

8.1. Payment shall be on send bill arrangement only.

8.2. No advance payment shall be allowed.

9. Other Requirements.

9.1. External Provider will provide upon request of DOST-ASTI, as applicable, conceptual and schematic drawings and plans.

9.2. External Provider must attend coordination meetings as set by DOST-ASTI.

9.3. External Provider is solely responsible for food safety, equipment safety, electrical safety, mechanical safety, and any related insurance requirements.

9.4. External Provider cost includes delivery and pick-up of items and equipment with crew to the venue.

9.5. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress and egress whenever applicable.

9.6. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL during ingress and egress whenever applicable.

9.7. External Provider must comply with restrictions regarding food and drinks inside event venue.

9.8. Proposal should be inclusive of government taxes, installation charges, and all other fees.

9.9. In case certain items will not be required External Provider agrees to replace or substitute these with items of similar value.

9.10. In case of delay or failure by the External Provider to deliver and fulfill any requirements as specified in the contract the External Provider agrees that DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 115,500.00

GUIDELINES

A. Submission of Quotations

1. Quotation/s shall include the Request for Quotation and/or the Purchase Request Number as state above;
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation/s; and
3. Quotation/s must be signed by the company's duly authorized representative.

B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, as amended by Government Procurement Policy Board Resolution No. 21-2017 dated 30 May 2017, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

For Procurement of Goods

1. Upon submission of quotation

- ✓ PhilGEPS Platinum Membership Certificate including Annex "A". If not available, the following alternate documents may be submitted:
 - PhilGEPS Registration Number
 - Mayor's Permit
 - For individuals/professionals engaged under Section 53.6, 53.7 and 53.9 of the 2016 IRR of RA No. 9184, only the Bureau of Internal Revenue (BIR) Certificate of Registration shall be submitted in lieu of the Mayor's Permit.

2. Upon issuance of Notice of Award (NOA)

- ✓ Omnibus Sworn Statement

- Applicable only for bidders who have submitted their quotation on item/s with a total Approved Budget for the Contract (ABC) of above Php50,000.00.
- ✓ Income/Business Tax Return
 - Applicable only for: **a)** bidders who have submitted their quotation on item/s with a total ABC of above Php500,000.00; and **b)** bidders for Lease of Real Property and Venue (except for government agencies as lessors).

For Procurement of Infrastructure

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Philippine Contractors Accreditation Board License.

For Procurement of Consulting Services

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Professional Regulation Commission 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 upon issuance of NOA, unless otherwise provided;
3. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the 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; and
5. The DOST-ASTI 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.