



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

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

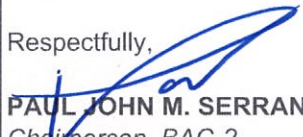
Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Aug-20-2019, 2:00 PM		
RFQ No.:	19-07-2615	Date:	August-14-2019
PR No.:	GAA-19-05-7676	Date:	May-17-2019

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,


PAUL JOHN M. SERRANO
Chairperson, BAC-2

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Landscaping Services for Davao GRS</p> <p>I. Scope of Services</p> <p>a. The supplier should submit a preliminary landscape design subject to the approval of the end-user. The proposal must indicate the materials to be used and design of the area.</p> <p>b. The supplier must provide the necessary materials, manpower, and labor, to complete the approved landscape design for the Davao GRS.</p> <p>c. The end user will endorse the supplier to relevant offices. If deemed necessary, the supplier must acquire permits relative to the conduct of the activity.</p> <p>d. The supplier must submit the breakdown of the bill of materials and the labor costs upon completion of services .</p> <p>II. Specifications</p> <p>a. The landscaping services will cover a total of 1000 sq. meters. The area will be inside the Civil Aviation Authority of the Philippines - Davao, where the Davao Ground Receiving Station is located. The specific areas for landscaping will be identified by the end user.</p> <p>b. In case the supplier needs to travel to Davao for the project, the supplier shall shoulder all expenses including but not limited to travel expenses for their manpower, and their landscaping supplies and equipment.</p> <p>III. Delivery</p> <p>a. The proposal may be submitted through email.</p>	1	lot	675000.00	675,000.00

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

b. Final Proposal with list of materials, area design, and timeline of activities must be submitted 7 days upon issuance of NTP.

c. The landscape must be completed 30 days upon the approval of the final proposal.

d. In case of concerns or conflicts with the presented requirements, the specifications under the attached TERM SHEET will take precedence over the specifications under the Item Description of this Purchase Request.

IV. Payment Terms

a. 15% of the payment will be processed once the proposed design, materials, and timeframe were approved.

b. The remaining 85% of the payment will be processed once the end-user approves of the completed landscape.

c. Price is inclusive of VAT, tax, and other government related fees

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 675,000.00

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.