



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

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

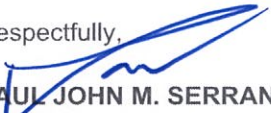
Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Aug-20-2019, 2:00 PM		
RFQ No.:	19-08-2650	Date:	August-15-2019
PR No.:	GAA-19-07-8103	Date:	July-10-2019

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>Airconditioned Tent Rental for Davao GRS Inauguration Specifications"</p> <p>1. Size: 60 ft x 90 ft (Megatent) 2. 4 portable comfort rooms must be included (2 male/2 female) 3. The supplier must at least provide the following materials for stage, lights, and sound setup: 3.1 Stage 3.2 Red Carpet from Mega tent entrance to stage (unless otherwise stated by the end-user before the installation) 3.3LED Wall TV (9x12ft) 3.4 Light bulbs/led lights 3.5 At least three microphones 3.6 Speakers 3.7 Necessary wirings/equipment (generator) to operate the lights, sounds, and led wall tv. 3.8 Back-up Generator Set that can operate the lights, sounds, and led wall tv 4. Two additional air conditioned 20 ft X 20 ft tent installed near the megatent. 4.1 Presidential Holding Area with own bathroom and spacious setup 4.2 Organizers Room with 2 portable comfort rooms (1 female/1 male) 5. Two additional 20 ft x 20 ft tent installed near the megatent</p>	1	lot	900000.00	900,000.00

- 5.1 preparation for kitchen/catering services
- 5.2 first aid station and holding area for presidential staff on break

Installation Conditions:

- 1. The supplier must provide the necessary manpower and equipment for the installation and egress of the tent
- 2. A week before the event, the supplier must submit a final list of personnel who will work on the installation.
- 3. Tent must be installed two days before the event.
- 4. The supplier must accommodate the inspection of the Presidential Security Group.
- 5. Changes required by the PSG after the inspection must be done before the start of the event.
- 6. The tent must be installed in CAAP, Davao near the Davao Ground Receiving Station, unless the end-user stated otherwise.

Note:

Suppliers must shoulder the necessary shipping and travel expenses to deliver the requirements (including manpower, equipment, supplies) of this purchase order.

Fees:

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

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 900,000.00

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.