



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



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-27-2019, 2:00 PM		
RFQ No.:	19-08-2664	Date:	August-22-2019
PR No.:	ULAT-19-08-8301	Date:	August-13-2019

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 Services for JCC TENTATIVE DATE: 9 September 2019 VENUE: ASTI Training Room ADDRESS: DOST-ASTI Building, C.P. Garcia Ave., UP Technology Park, Diliman, Quezon City</p> <p>(1) Catering service for whole day corporate meeting (2) Estimated number of attendees: 70 pax (3) Final number of attendees should be advised by DOST-ASTI two (2) days before the event. (4) Menu list should be included in the proposal, particularly AM snacks, lunch buffet and PM snacks.</p> <p>a) For AM and PM snacks - Either light or heavy AM and PM snacks (i.e. pasta with garlic bread or sandwich with chips) - Plated AM and PM snacks - Free-flowing coffee, tea, and refillable drinks (i.e. watermelon iced tea or oriental iced tea)</p> <p>b) For lunch: - At least one (1) Appetizer Dish - One (1) Soup - One (1) Salad - Three (3) main entrees either pork, beef, chicken, or fish - One (1) vegetable dish - At least one (1) dessert - Refillable drinks (i.e. watermelon iced tea or oriental iced tea etc.)</p>	1	lot	85000.00	85,000.00

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

• Website: www.asti.dost.gov.ph • E-mail: info@asti.dost.gov.ph • Tel. No.s: +632 927-2541, +632 927-3502, +632 426-9759, +632 426-9760
• Fax No.: +632 925-8598

- Rice enough for the number of attendees (i.e. steamed pandan rice, sesame seed rice etc.)

c) Inclusions:

- Complete catering equipment
- Corporate styling for catering (i.e. candies on bowl on meeting tables)
 - Dedicated one (1) Account Manager to liaise and coordinate with ASTI prior, during, and after the event
- Assisted service buffet set up
- Tables and Chairs with covers
- At least two (2) uniformed waiters
- Purified or mineral bottled water for drinking
- Buffet must include 10% buffer
- Free-flowing coffee and refillable drinks

*NOTE:

- Proposal must be inclusive of taxes and other charges.
- Food tasting and transportation allowance should be included in the final quotation.
- Should in the case be, the service provider comes in late for service, supplier shall pay for food delivery service to augment service.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 85,000.00

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.