



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

**DOST-ASTI Bids and Awards Committee**

**REQUEST FOR QUOTATION**

<b>Kind of Procurement Activity:</b>	Negotiated Procurement: Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	Sep-09-2019, 2:00 PM		
<b>RFQ No.:</b>	19-07-2615	<b>Date:</b>	September-04-2019
<b>PR No.:</b>	GAA-19-05-7676	<b>Date:</b>	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><b>Landscaping Services for Davao GRS</b></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

- 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.

# TERM SHEET

## Landscaping Services for Davao GRS (D-GRS)

in preparation for the D-GRS Inauguration Ceremony on 18 or 19 October 2019

PR. No. GAA-19-05-7676 dated 17 May 2019

### I. Rationale

The Department of Science and Technology - Advanced Science and Technology Institute (DOST-ASTI) implemented the Philippine Earth Data Resource and Observation (PEDRO) Center Project which established a satellite ground receiving station (GRS) in its premises in Quezon City with a 3.7m tracking antenna that securely receives, processes and distributes spaceborne imagery. The images from PEDRO supported the initiative of various research institutions and government agencies such as, but not limited to, agricultural and environmental monitoring, land cover classification, national security, urban mapping, and disaster mitigation.

To continuously expand our capacity to provide high-level, earth-surface information, the DOST-ASTI established a second GRS located at the Davao City Civil Aviation Authority of the Philippines (CAAP-Davao) Radio Transmitter Facility premises. The Davao-GRS (D-GRS) consists of a 7.3m tracking antenna which is the largest of its kind in the country. It allows for data reception for satellites with higher bandwidth, alongside expanding the current coverage for uploading and downloading data.

In celebration of this milestone, the DOST-ASTI will be holding a D-GRS Inauguration Ceremony on 18 or 19 October 2019 at the site. The event is a joint effort between DOST-ASTI and its partners, DOST Regional Office XI (DOST-RO XI), and the CAAP-Davao. The DOST-ASTI, thus, would be seeking for expertise in landscaping consultancy, design, architecture, and implementation services at the CAAP-Davao Radio Transmitter Facility.

This is a supplemental document for the procurement of Landscaping Design Services for the D-GRS Inauguration. The terms "End-user" refers to DOST-ASTI, while "Supplier" refers to the prospective contractor for this project.

### II. Documentary Requirements for Bid Submission

- In reference to **Section IV. Other Requirements/Requests**, the supplier must be able to present a concrete proposal for the site based on **Annex "A"** (as attached) containing, but not limited to, the following:
  - **3D-rendered or colored sketch of the initial design**, which shall include:
    - Visual pegs of plants, stones, trees, etc.
    - Other element alternatives that the End-user may choose from.
    - The supplier is entitled to two (2) revisions.
  - **An initial Bill of Materials and Services** including the item title, quantity, price, and other pertinent details of the bill.
    - The initially submitted document may be subject to the approval of the End-user.
    - The document must reflect all charges including transportation, labor, taxes, and the like.

### III. Scope of Work and Job Specifications upon Award

revised after received

The Supplier shall provide the following services to the CAAP-Davao Radio Transmitter Facility, Buhangin, Davao City 8000:

**A. Pre-Implementation:**

- Conduct a site visit in the identified site in coordination/supervision of any of the DOST-RO XI Staff (c/o Mr. Victolero, details below) prior to implementation.

Contact Person:

**Mr. Jonathan P. Victolero**  
Science Research Specialist I, DOST-Regional Office XI  
[jonathan.victolero@gmail.com](mailto:jonathan.victolero@gmail.com)  
[jonathan.victolero@region11.dost.gov.ph](mailto:jonathan.victolero@region11.dost.gov.ph)  
Office No.: (082) 221-5428 or 227-1313  
Mobile No.: (+63) 998-9561561

- Source and prepare all human and material resource and equipment needed for the project.
  - Necessary permits must be secured by the supplier, but DOST-ASTI can provide endorsement to the respective agencies or government units, if necessary.

**B. Implementation**

- The Supplier's personnel should accomplish a daily attendance monitoring sheet, to be facilitated by the CAAP-Davao Personnel.
- Must be able to work with tent contractors and adjust placement of plants according to the tent layout.
- Submit the following documents:
  - **Proposed Timeline of Activities** (in number of man-days) to implement the project.
  - **List of Personnel** who were present at the site during the implementation period.

**C. Post-Implementation**

- Submit an actual report of materials utilized for the project.
- Propose a schedule of regular maintenance activities after the event, as a separate transaction.
- Follow-through with proper delivery receipts, billings, and necessary documents to complete the transaction.

**IV. Other Requirements/Requests**

**A. List of Materials**

- The Supplier must provide in their initial proposal a minimum of the following specifications:
  - At least five (5) plant species that provide form/structure to the bare land (e.g. shrubs, topiaries, dwarf trees, etc.).
  - At least three (3) plant species that serve as accent plants (e.g. flowering plants, edible ornamentals, etc.).
  - At least fifteen (15) cubic meters of garden soil of the supplier's choice and recommendation.
  - May or may not involve grass elements, but if so, supplier must provide at least five thousand (5,000) units of grass seedlings. Species are of the supplier's choice and recommendation.

- o At least two (2) types of non-plant elements, such as, but not limited to, pots, basins, crates, or pillars as deemed necessary by the supplier. Quantity (in pieces) must be justified by the design.

#### **V. Approved Budget for the Contract and Payment Scheme**

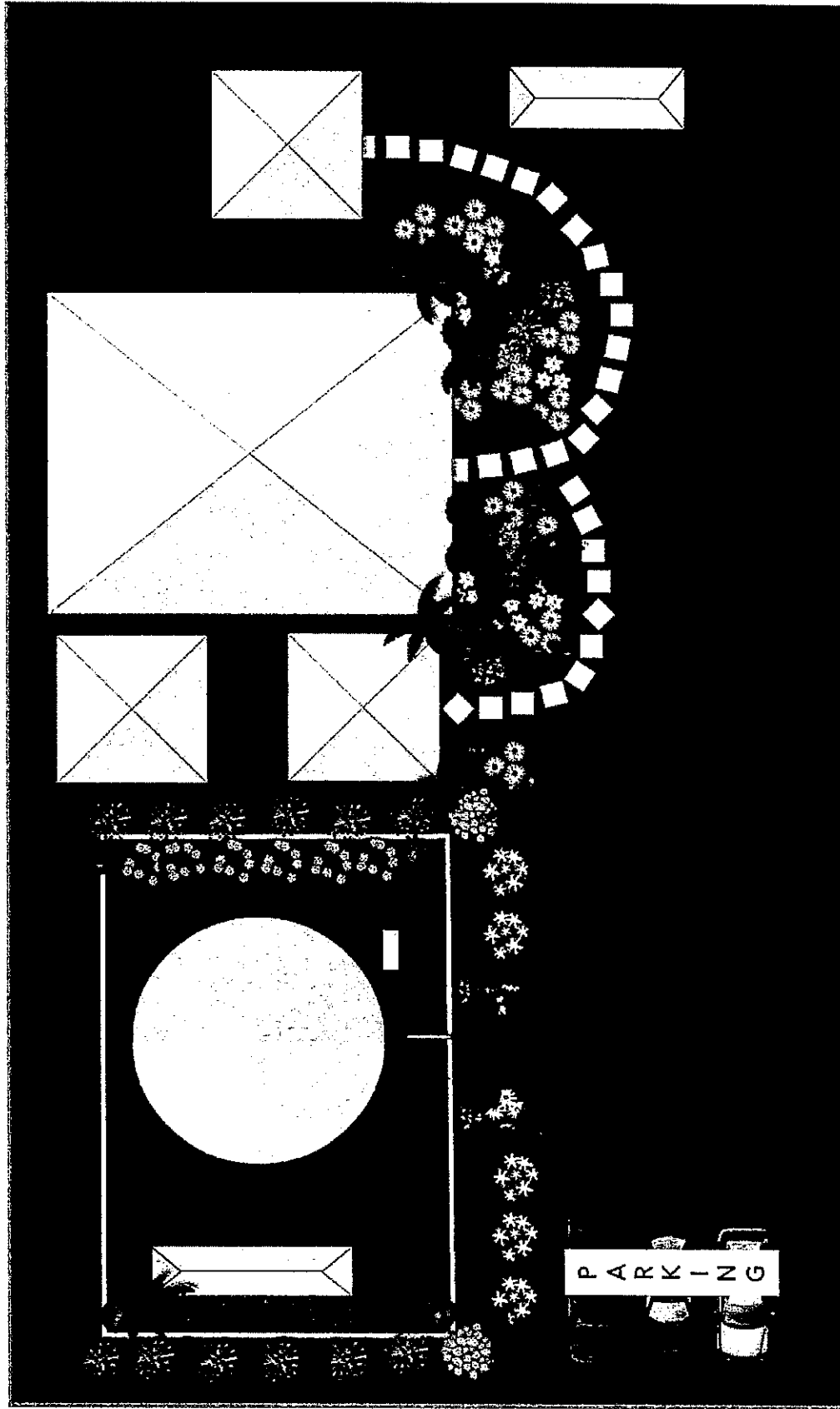
The approved budget for the contract is Php675,000.00, inclusive of VAT, taxes and other government charges. No additional funding for the project will be released and the supplier cannot request for additional budget greater than the contract price.

Only fifteen percent (15%) of the total contract will be processed once the End-users have received the final proposal as stated in PR No. GAA-19-05-7676 Section IV. (a). The remaining eighty-five percent (85%) of the payment will be processed once the End-user approves the completed landscape. These payments will be subjected to existing government budgeting, accounting, and auditing rules.

The payment shall be made upon completion of the documents:

1. Supplier's issuance of the Billing Statement/Sales Invoice to the DOST-ASTI;
2. DOST-ASTI inspection and acceptance; and
3. End-user Certificate of Completion/Rendered Services.

ANNEX A. Prospect Layout for the D-GRS Site at the CAAP-Davao Radio Transmitter Facility.



*Disclaimer: For visual purposes only. Placements of tents and plants, along with plant selection, may vary.*