



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:	Sep-27-2019, 2:00 PM		
RFQ No.:	19-09-2698	Date:	September-23-2019
PR No.:	GAA-19-07-8127	Date:	August-08-2019

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>Catering Services for the DGRS Inauguration 2019</p> <ol style="list-style-type: none"> Tentative date/s: 08/09 November 2019 (final schedule shall be provided by end-user) Requirement: Wholeday catering services package, inclusive of AM & PM snacks with Buffet lunch and Dinner/Networking Cocktails Location: CAAP Compound, Davao City Estimated Number of participants: 500 persons (Maximum). Final number of participants will be advised by the DOST-ASTI a week before the actual activity Ingress: A day before the confirmed schedule or as confirmed by DOST-ASTI Egress: 10pm-12am onwards on actual event or as soon as all guests have left the venue. For late egress conditions, staging and holding area for equipment and supplies should be provided by supplier (e.g. additional small tent) Rates quoted in the proposal should be inclusive of all applicable government taxes and service charges Final menu shall be approved by DOST-ASTI Supplier must have an experience in dealing with PSG/ President's preferred menu and activity setup Detailed specifications are provided in the attached Terms of Reference (TOR) In case of conflict between the specifications on the Purchase Request and TOR, the TOR shall prevail 	1	lot	820000.00	820,000.00

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.

TERMS OF REFERENCE

Catering Services for the Inauguration of Davao Ground Receiving Station (D-GRS)

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 by the last quarter of 2019 at the CAAP-Davao Compound. The event is organized by the DOST-ASTI, in cooperation with the DOST Regional Office XI (DOST-RO XI) and CAAP-Davao.

II. Scope of Work and Specifications

This is a supplemental document for the procurement of Catering Services for the D-GRS Inauguration. The terms "End-user" refers to DOST-ASTI, while "Supplier" refers to the prospective service provider for this requirement.

The supplier should be able to provide the following specifications:

A. General Information:

- No. of Day/s: 1 day only
- Tentative date/s: 08/09 November 2019
- Requirement: Wholeday catering services package, inclusive of AM & PM snacks with Buffet lunch and Dinner/Networking Cocktails
- Location: CAAP Compound, Davao City
- Estimated Number of participants:
 - 500 persons (Maximum)
 - Final number of participants will be advised by the DOST-ASTI a week before the actual activity or upon the advise of the Presidential Security Group (PSG)
- Ingress: A day before the confirmed schedule
- Egress: 10pm-12am onwards on the actual event or as soon as all guests have left the venue or as advised by the Presidential Security Group
 - For late egress conditions, staging and holding area for equipment and supplies should be provided by supplier
- All meal requirements include full catering set up, incl. dining tables, chairs, centerpiece, cocktail tables (Cover appropriate for formal gathering and to be approved by end-user);

- o Actual menus to be approved by DOST-ASTI

B. Requirements for meals of participants, support staff, and guests shall include the following:

A. Heavy AM & PM Snacks:

- Free-flowing brewed coffee, hot chocolate, fruit juice and drinking water during the function;
- Menu choices, preferably Filipino or Davao- known cuisine/snacks, shall include the following:
 - a) Kakanin station (e.g. puto maya, sapin-sapin etc.)
 - b) Local pastries
 - c) Local pasta/noodles
- Provision for vegetarian and no-pork menu/halal with food label

B. Lunch

- Free-flowing brewed coffee, fruit juice/iced tea, drinking water during the function;
- Menu choices should be a combination of FILIPINO and ASIAN cuisine, including provision for vegetarian and halal menu. Selection must include:
 - a) beef, chicken, fish menu
 - b) garden salad bar with 3 dips
 - c) vegetable soup
 - d) dessert (preferably, davao known delicacies/dessert)
 - e) mix fruits
 - f) rice
- Provision of Packed Lunch for the Presidential Security Group, inclusive of bottled/ in can drinks
- Early setup of food for the President, subject to DOST-ASTI's advise (with instructions from PSG)

C. Networking Cocktails

- Free-flowing brewed coffee and drinking water during the function;
- Menu choices should be a combination of FILIPINO and ASIAN cuisine, including provision for vegetarian and halal menu. Selection must include:
 - a) garden salad bar with 3 dips
 - b) mixed fruits
 - c) 3 choices of Assorted cold cuts/ cocktail dishes
 - d) 2 choices of assorted pastries and small bites cakes
 - e) 1 choice of pasta/recommended dish to complement other dishes
- Must provide bottled local beer selection, sodas and cocktail selections. Final drink selection to be approved by DOST-ASTI;

D. Optional Requirements

- Supplier must be able to provide additional requirements as stated below, subject to end-users confirmation:
 - a) 1 unit 3-4 seater sofa for the President's tent/room (For PSG advise-to be confirmed)
 - b) extra tables and chairs with cover, 5 rectangular for U-shape set up (for President's private room)
 - c) extra tables and chairs (5 rectangular) for organizer's meeting/storage room
 - d) extra tables and chairs (3 rectangular) for secretariat

- e) extra tables and chairs (2 rectangular) for Audio and video team
- f) Tent Event styling (simple set up)
- g) Extra 500 chairs with cover (for main tent incase PSG will not allow meal set up inside the main tent)

E. Others

- Uniformed waiters that can cover up to a maximum of 500 guests
- Separate meals for catering staff with water provision, chairs and tables should be provided by the supplier
- Rates quoted in the proposal should be inclusive of all applicable government taxes and service charges
- All meal requirements shall have a 10% buffer
- Supplier must have an experience in dealing with the PSG/President's preferred menu & set up, either on small or big events
- Supplier must provide breakdown of cost based on the above-mentioned requirement (see attached Annex A: Breakdown of Cost)

III. Approved Budget for the Contract

The approved budget for the contract is **Eight Hundred Twenty Thousand Pesos (Php820,000.00)**, including government taxes and other charges.

IV. Mode of Procurement:

The guidelines on the Alternative Mode of Procurement shall be followed pursuant to Section 53.9 (Small Value Procurement) of the revised Implementing Rules and Regulations of Republic Act 9184.

V. Payment


The DOST-ASTI shall process the payment of the above-mentioned requirement upon submission of the final billing statement and the corresponding Certificate of Rendered Services issued by DOST-ASTI, subject to auditing and accounting rules and regulations.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one tenth (1/10) of one (1) percent of the total contract price by the winning service provider.

Prepared by:


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Reviewed by:


ALVIN E. RETAMAR
Chief SRS, SSED

ANNEX A

BREAKDOWN OF EXPENSES
Catering Services for the Inauguration of
Davao Ground Receiving Station (D-GRS)

ITEM	QUANTITY	UNIT COST	SUBTOTAL
1. Meals with overflowing coffee, water & drinks, table set up with chairs & centerpiece			
1.a. AM Snacks	500 pax		
1.b. PM Snacks	500 pax		
1.c. Buffet Lunch	500 pax		
1.d. Networking Cocktails with local drinks	500 pax		
1.e. Packed Lunch for PSG with drinks	50 pax		
2. Optional Requirements: (Subject to PSG's advise/instruction)			
2.a. Tent/ Event Styling (simple set up), including supplies to be used			
2.b. 3-4 seater sofa, appropriate for the President's guests	1 unit		
2.c. rectangular table with cloth cover	15 pcs		
2.d. Chairs with cover	500 pcs		
2.e. Reusable Containers.	50 pcs		
3. Miscellaneous Charges			
TOTAL		Php	

Notes: Please provide costing per unit as basis for evaluation and final billing. Miscellaneous expenses include mobilization and incidental expenses during the actual event.

Prepared by:

 <PRINTED NAME over SIGNATURE>