



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:	Oct-07-2019, 2:00 PM		
RFQ No.:	19-10-2783	Date:	October-01-2019
PR No.:	GAA-19-09-8782	Date:	September-24-2019

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 Service for Training and Certification (Module 2) of the prospective licensees of ASTI-Designed Weather Stations</p> <p>Day 1 to 3: Assisted Buffet Tentative Date: October 22 to 24, 8am-5pm (3 days) Estimated number of attendees: Minimum: 25pax/day; Maximum: 35 pax/day *Final number of pax shall be confirmed by Ms. Michaela Gonzales or Mr. Eduardo Lorenzo Bunag at least two (2) days before the actual date. -AM snacks (heavy): 1 choice of pastries/bread (big serving) + pasta/snack dishes, congee, etc., drinks, and unlimited coffee and tea for the whole day -PM snacks (heavy): 1 choice of pastries/bread (big serving) + pasta/ snack dishes, congee etc., drinks, unlimited coffee and tea for the whole day -Lunch: 1 soup, 2 hot dishes (choice of: chicken/fish, pork/ beef), 1 vegetable dish, 1 assorted vegetable salad/appetizer, 1 dessert, and cold juice/drinks -Must have 10% buffer on meal requirement -Menu shall be approved by end-user -Full catering setup (utensils, round table with linen cover and centerpiece; chairs with linen cover) -Set up time is 6:00 AM; Serving time are: 8:00 am (AM snack),</p>	70000	lot	1.00	70,000.00

12:00 NN (lunch), and 3:00 PM (PM snack)
 -Penalty shall be imposed for late arrival of food (food should be ready at least 1 hour before serving time); 20% off in the final amount for late service
 -Cost of AM + PM snacks + Lunch and coffee/tea station should not be more than Php 500.00 per person/day; inclusive of taxes and service charges
 -Must provide environment-friendly container and utensils for excess food

Day 4: Packed Meals

Tentative Date: October 25 (1 day)
 Estimated number of attendees: Minimum: 25 pax, Maximum: 35 pax;
 *Final number of pax shall be confirmed by Ms. Michaela Gonzales or Mr. Eduardo Lorenzo Bunag at least two (2) days before the actual date.
 -Packed AM snacks (heavy): 1 choice of pastries/bread (big serving) + pasta/snack dishes, or heavy sandwich with side dish, 1 bottled water (500 ml), and tetra juice or soft drinks in can
 -Packed PM snacks (heavy): 1 choice of pastries/bread (big serving) + pasta/ snack dishes, or heavy sandwich with side dish, 1 bottled water (500 ml), and tetra juice or soft drinks in can
 -Packed lunch: at least two (2) main dishes (choice of: chicken/fish, pork/ beef), 1 vegetable dish, 1 dessert , 1 bottled water (500 ml), and tetra juice or soft drinks in can
 -Menu shall not be easily perishable in the field
 -Menu shall be approved by end-user
 -Delivery time is 7:00 AM at DOST-ASTI
 -Penalty shall be imposed for late arrival of food; 20% off in the final amount for late service
 -Cost of AM + PM snacks + Lunch should not be more than Php 500.00 per person/day; inclusive of taxes and service charges
 -Must be packed individually (per person) in environment-friendly container with utensils
 - Shall provide ice chest/ styro with ice for the drinks (tetra juice or soft drinks). To be returned in ASTI at 6:00 PM/after the fieldwork.
 -Payment shall be on send bill arrangement only, SOA based on actual confirmed number of pax by end-user

Venue: ASTI Training Room, G/F ASTI Bldg., C.P. Garcia Avenue, Diliman, Quezon City
 For other concerns: please contact Mr. Eduardo Lorenz Bunag at (02) 249-8500 local 1108

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 70,000.00

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.

