



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-21-2019, 2:00 PM	
RFQ No.: 19-10-2910	Date: October-16-2019
PR No.: NetMeshR12-19-10-8926	Date: October-04-2019

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>Round trip Airfare Tickets with Transfers of NTC Training participants Roundtrip Airfare Tickets and Land Transfers of NTC Training Participants</p> <p>I. Airfare</p> <p>A. Region XII – Seven (7) participants maximum (final number of participants to be confirmed by DOST-ASTI), with the following estimated time of arrival and departure:</p> <ol style="list-style-type: none"> 1. Estimated time of arrival in Manila – 28 October 2019 (Morning flight) 2. Estimated time of departure from Manila – 30 October 2019 (Afternoon flight) <p>B. Supplier must provide list and costing of roundtrip plane ticket of flights from GENERAL SANTOS CITY to MANILA, economy class</p> <p>C. With at least 20 kgs. baggage allowance.</p> <p>D. Without travel insurance.</p> <p>E. Without meals.</p> <p>F. In case of Force Majeure, plane tickets shall be refundable or rebookable at no cost to DOST-ASTI.</p> <p>II. Airport Transfers</p> <p>A. Provide vehicle/s to transport seven (7) participants from ASSIGNED AIRPORT to QUEZON CITY HOTEL and vice versa.</p> <p>B. Date of Transfers: 28 October 2019 and 30 October 2019</p>	1	lot	324000.00	324,000.00

- C. Fully airconditioned 10/12-seater van or shuttle
- D. Inclusive of gasoline expenses, toll fees, driver's accommodation and meals, insurance, etc.

III. Land Transportation

A. Provincial Transfers and Vice Versa

1. REGION 1 - Provide one (1) unit vehicle to transport six (6) personnel (approximate number) from NTC REGION I OFFICE IN LA UNION to ASSIGNED HOTEL IN QUEZON CITY and vice versa

- a. Airconditioned van
- b. Inclusive of gasoline expenses, toll fees, driver's accommodation and meals, insurance, etc.
- c. Dates: 28 October 2019 and 30 October 2019

2. REGION IV-A - Provide two (2) units vehicle to transport fifteen (15) personnel from NTC REGION IV-A OFFICE IN BATANGAS CITY to ASSIGNED HOTEL IN QUEZON CITY and vice versa

- a. Airconditioned van
- b. Inclusive of gasoline expenses, toll fees, driver's accommodation and meals, insurance, etc.
- c. Dates: 28 October 2019 and 30 October 2019

B. Quezon City Transfers

1. Multiple trips, twelve (12) hours rental within Quezon City

2. Two (2) units airconditioned vehicle

3. Inclusive of gasoline expenses, toll fees, driver's accommodation and meals, insurance, etc.

4. Route:

- a. Assigned Hotel in Quezon City to Training Venue (vice versa)
- b. DOST-ASTI to Training Venue (vice versa)

IV. NOTES

A. Supplier must submit quotation/proposal with breakdown of costs.

B. Supplier must consider all airline surcharges, fare adjustments, etc. in the quotation/proposal to be submitted, which shall be the basis of payment.

C. Supplier is not allowed to bill DOST-ASTI charges on top of the Contract Price.

D. Supplier shall submit original travel-related documents, i.e., plane tickets, boarding passes, etc., of each booked participant, which must be submitted to DOST-ASTI before processing of payment.

E. Supplier shall coordinate with End-user, from time-to-time, the arrival and departure details of participants.

F. Supplier shall only book all airfare ticket requirements upon issuance of Notice to Proceed (NTP) with instruction from DOST-ASTI. List of participants will be provided by DOST-ASTI upon issuance of NTP.

G. Supplier must submit an actual billing at the end of service, reflecting cost breakdown.

H. Supplier shall provide daily trip schedules and other instructions prior to arrival/departure of participants

I. Supplier shall assign one (1) contact person who will handle all arrangements needed by DOST-ASTI.

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.