



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

**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement: Lease of privately Owned Real Property		
Deadline of Submission of Bids:	Nov-25-2019, 2:00 PM		
RFQ No.:	19-11-3021	Date:	November-21-2019
PR No.:	GAA-19-11-9223	Date:	November-14-2019

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>Lease of Venue for the PHL-Japan Workshop 2019 & Netmesh Project Turnover Activity A. PJ-WWRAT 2019 - ABC of Php. 600,000.00 Tentative Dates: 04-05 December 2019 Duration: 2 days Venue: Quezon City No of guests: 130 pax (number of guests to be finalized 3 days prior to the event)</p> <p>Room requirement: - 1 Conference/Function Room for 130 pax, 8am-6pm</p> <p>Guest Room Requirement: - 2 standard rooms@ 2 night per room for DOST Officials and VIP Guest</p> <p>Meal requirement: - AM Snacks, Buffet Lunch, PM Snacks - Menu for lunch should have at least 2 viands consisting of chicken, fish, or beef; steamed rice; one (1) soup, one (1) salad (greens) , breads, one (1) vegetable dish; one (1) dessert dish; one (1) beverage (juice, coffee etc) - Light AM Snacks and heavy PM snacks, including pasta with breads/ assorted rice cakes/ sandwiches with drinks - Buffet style set-up for lunch and am/pm snacks - With overflowing coffee, tea during sessions</p>	1	lot	1100000.00	1,100,000.00

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

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• Fax No.: +632 925-8598

- Conference room / function room for 130 guests, classroom set up, with chairs, tables, paper, pencil, white board with markers and eraser, sound system with at least two (4) microphones, hot and cold water dispenser, projector and screen
- Complimentary use of other facilities/amenities, please specify facilities and amenities such as parking, gym, etc.
- Any applicable charges (e.g. VAT and service charges) should be included in the final quotation.
- Service provider shall submit breakdown of cost attached to final billing

Others:

- Cultural entertainment on 04 Dec. 2019, during the Networking Dinner/Cocktails, at least 1 hour performance
- * Total Contract Price should not exceed Php600,000.00

B. Netmesh Project Turnover Activity -ABC of Php. 500,000.00

Tentative Date: 16 December 2019

Duration: 0.5 day

Venue: Quezon City

No of guests: 250 pax (number of guests to be finalized 3 days prior to the event)

Room requirement:

- 1 Conference/Function Room for 250 pax, 8am-2pm

Meal requirement:

- AM Snacks, Buffet Lunch
- Menu for lunch should have at least 2 viands consisting of chicken, fish, or beef; steamed rice; one (1) soup, one (1) salad (greens) , breads, one (1) vegetable dish; one (1) dessert dish; one (1) beverage (juice, coffee etc)
- Light AM Snacks to include pasta with breads/ assorted rice cakes/ sandwiches with drinks
- Buffet style set-up for lunch and am snacks
- With overflowing coffee, tea during the activity
- Conference room / function room for 250 guests, classroom/round table setup, with chairs, tables, paper, pencil, white board with markers and eraser, sound system with at least two (4) microphones, hot and cold water dispenser, projector and screen, podium, stage set up, secretariat table
- Complimentary use of other facilities/amenities such as parking, gym, etc.
- Any applicable charges (e.g. VAT and service charges) should be included in the final quotation.
- Service provider shall submit breakdown of cost attached to final billing

* Total Contract Price should not exceed Php500,000.00

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 1,100,000.00

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.