



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Jul-03-2024, 2:00 PM		
RFQ No.:	24-06-4890	Date:	June-28-2024
PR No.:	GAA-24-06-19460	Date:	June-20-2024

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the enlisted item/s below. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, except otherwise specified in the requirements. Award may be considered for prospective bidder/s proven to be the single/lowest calculated and responsive quotation among all other quotations. Guidelines on the format of quotations and eligibility documents are listed below. Kindly follow the prescribed GUIDELINES to avoid DISQUALIFICATION.

Quotations may be submitted 1) manually to the BAC Secretariat at G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City or 2) sent via electronic mail at bac-sec@asti.dost.gov.ph. For further information, please contact the BAC Secretariat at +63 2 8249-8500 loc. 1206/1212.

Thank you.

BAYANI BENJAMIN R. LARA
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>2024 ASTI Con Exhibit Design, Production, and Setup</p> <p>1. Background / Objectives.</p> <p>1.1. Provision of exhibit and physical arrangements for venue and other related items and services for the 2024 ASTI Con event.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Event Details.</p> <p>2.1.1. Event: 2024 ASTI Con.</p> <p>2.1.2. Venue: Within Quezon City.</p> <p>2.1.3. Duration: 18-19 July 2024.</p> <p>2.1.3.1. Default duration/schedule of requirements unless otherwise specified.</p> <p>2.1.4. Ingress / Egress.</p> <p>2.1.4.1. Ingress: 12:01 AM 18 July 2024.</p> <p>2.1.4.2. Egress: 19 July 2024.</p> <p>2.1.5. Event Hours.</p> <p>2.1.5.1. 18 July 2024: 8AM-11PM.</p> <p>2.1.5.2. 19 July 2024: 8AM-11PM.</p>	1	lot	300000.00	300,000.00

2.2. Delivery, Installation, and Recovery.

2.2.1. Exhibit materials picked up at DOST-ASTI.

2.2.2. Exhibit delivered and installed by 5:00 AM 18 July 2024 at event venue.

2.2.3. Items for modification, fabrication, refurbishment, and/or repair may be delivered directly to the event venue for ingress and setup.

2.2.4. External Provider is responsible for recovering the exhibit from the venue during exhibit egress and must be delivered to DOST-ASTI not later than two (2) calendar days from egress date.

2.2.5. External Provider is to exercise due care and employ applicable measures to prevent damage in handling and transport of the exhibit materials.

2.3. Transportation and Setup.

2.3.1. Vehicle: Closed truck or van.

2.3.2. Cargo.

2.3.2.1. Various exhibit material and related items approximately 6 cbm - 10 cbm.

2.3.2.2. External Provider may inspect item(s) to be transported.

2.3.3. Inclusive of all fuel, parking fees, toll fees, and any other related transportation fees and charges.

2.3.4. External Provider Helpers shall assist DOST-ASTI staff in setup and breakdown of the exhibit during ingress and egress, respectively.

2.3.5. Manpower Support Personnel.

2.3.5.1. Supervisor.

2.3.5.2. Driver.

2.3.5.3. Helpers.

2.3.5.3.1. At least 15 helpers for ingress, setup, dismantling, egress.

2.3.5.3.2. External Provider to provide enough helpers that will guarantee complete delivery and installation of exhibit items specified herein by the set time and date.

2.4. Rentals.

2.4.1. Carpet.

2.4.1.1. Installation of carpet per floor plan provided by DOST-ASTI.

2.4.1.2. Carpet dimensions are estimates and may be trimmed during actual installation.

2.4.1.3. Carpet color for approval by DOST-ASTI.

2.4.1.4. Dimensions / Quantity.

2.4.1.4.1. 4m W x 4m H: 1 set.

2.4.1.4.2. 7m W x 3m H: 1 set.

2.4.1.4.3. 4m W x 3m H: 3 sets.

2.4.1.4.4. 3m W x 3m H: 1 set.

2.4.1.4.5. 5m W x 1m H: 2 sets.

2.4.1.4.6. Interview Area: Approx. 5 - 6 sqm area, final dimensions and placement to be advised by DOST-ASTI, 1 set.

2.4.2. System Panel Tarpaulin Backdrop with Lighting.

2.4.2.1. One (1) side tarpaulin print for each backdrop.

2.4.2.2. Production of full color tarpaulin print.

2.4.2.3. Tarpaulin design and artwork.

2.4.2.4. Dimensions / Quantity.

2.4.2.4.1. 4m W x 2.5m H: 4 sets.

2.4.2.4.2. 7m W x 2.5m H: 1 set.

2.4.2.4.3. 3m W x 2.5m H: 1 set.

2.4.2.5. Backdrop Lighting.

2.4.2.5.1. Spotlight lighting per each meter width of backdrop.

2.4.2.5.2. Inclusive of installation, electrical wiring and fixtures.

2.4.3. System Panel Tarpaulin Signage.

2.4.3.1. One (1) side tarpaulin print for each signage.

2.4.3.2. Production of full color tarpaulin print.

2.4.3.3. Tarpaulin design and artwork.

2.4.3.4. Dimensions / Quantity.

2.4.3.4.1. 1m W x 2.5m H: 6 sets.

2.4.3.5. Signage Lighting.

2.4.3.5.1. Spotlight lighting per each meter width of signage.

2.4.3.5.2. Inclusive of installation, electrical wiring and fixtures.

2.4.4. Furniture.

2.4.4.1. System Table: 20 units:

2.4.4.2. System Chair: 40 units.

2.4.4.3. Trash Bin: 12 units.

2.4.5. Electrical Outlets.

2.4.5.1. 3-pin socket, 2-gang, inclusive of installation, wiring, and other related items.

2.4.5.2. Inclusive of Circuit Breaker (20 Amp Single Phase) and Electrical Connection Fee, as applicable.

2.4.5.3. Quantity.

2.4.5.3.1. Exhibit / Interview Area: 18 sets.

2.4.5.3.2. Lightbox: 1 set.

2.4.5.3.3. Secretariat / Registration: 8 sets.

2.5. Lightbox Panel.

2.5.1. Production and installation of replacement Lightbox panaflex color panel.

2.5.2. Lightbox panel concept / design to be provided by DOST-ASTI.

2.5.3. Dimensions / Quantity.

2.5.3.1. 0.9m H x 1.8m W: 1 set.

2.6. Layout Design and Artwork.

2.6.1. Unless otherwise specified, inclusive of layout design and artwork for backdrops, signages, and panels, as applicable.

2.6.2. Artwork files to be turned over to DOST-ASTI.

2.7. Items to be provided by DOST-ASTI.

2.7.1. Relevant materials such as logos, images, text/copy, etc.

2.8. Venue Accreditation.

2.8.1. It is the sole responsibility of the External Provider that they are accredited by the event venue, if such venue requires accreditation, at the time of submission of their proposal.

2.8.2. External Provider is to submit proof of accreditation, if so required by the venue, either with their bid or upon request by DOST-ASTI.

2.9. Other Requirements

2.9.1. External Provider will provide conceptual and schematic drawings and plans.

2.9.2. External Provider to attend coordination meetings as set by DOST-ASTI.

2.9.3. Ocular inspection is recommended. Please coordinate with event venue for site survey schedule.

2.9.4. External Provider to coordinate with event venue for all necessary permits and required documents.

2.9.5. External Provider is responsible for equipment safety, electrical safety, mechanical safety, and any related insurance requirements.

2.9.6. External Provider must follow venue health protocols and other related guidelines.

2.9.7. External Provider must comply with all venue rules and guidelines.

2.9.8. External Provider cost includes delivery and pick-up of equipment with crew to the venue.

2.9.9. External Provider personnel must be present to assist with the equipment during the duration of each day's event program.

2.9.10. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.9.11. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.9.12. External Provider must comply with restrictions regarding food and drinks inside event venue.

2.9.13. In case certain items will not be required External Provider agrees to replace or substitute these with items of similar value.

3. Change Order or Amendment.

Any change order or amendment shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.

4. Delay or Failure in Service Delivery.

In case of delay or failure by the External Provider to deliver or fulfill any requirements as specified in the contract, and due to the time sensitive nature of the required service, the External Provider expressly agrees that DOST-ASTI, and at DOST-ASTI's sole discretion, may proceed to take such remedial actions as it deems necessary, which may include, but not limited to, direct engagement of third-party external provider(s) to fulfill the required service in-part or in-whole, at the contracted External Provider's risk and expense, and where such expense ensuing from the remedial action taken may exceed the Awarded Contract Price, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under

applicable law.

5. Delivery and Payment.

5.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under Event Details and Delivery, Installation, and Recovery.

5.2. Bid price shall be inclusive of taxes, delivery charges, and all other related fees.

5.3. Payment Terms: Prescribed government terms.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 300,000.00

GUIDELINES

A. Content and Format of Quotations

1. The Quotation/s must include the RFQ Number or the PR Number indicated above
2. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:
 - a. Computer and electronic equipment and its accessories or peripherals
 - b. Software applications, programs, and digital licenses
 - c. Commercial off-the-shelf electronic devices or components
3. The Quotation/s must indicate the registered business name of the company (or individual), business address and contact number. It must also include the full name and signature of the company's authorized representative.
4. BIR Certificate of Registration for new DOST-ASTI suppliers.

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, 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
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
2. Upon issuance of Notice of Award (NOA)
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

For Procurement of Infrastructure

1. Upon submission of quotation
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
 - c. Valid PCAB License
2. Upon issuance of NOA
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

*Requirements under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the revised IRR of RA No. 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are engaged in business.

**Requirements under Section 53.10 (Lease of Real Property or Venue) of the revised IRR of RA No. 9184, specifically Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return will not apply to government agencies as lessors.

***For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.

C. Terms and Conditions

1. *Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;*
2. *All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;*
3. *Liquidated damages of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 68 of the revised IRR of RA No. 9184; and*
4. *The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.*