



**ASTI-FM 03-10**  
**REV 5/ 30 APR 2024**

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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement:Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	May-17-2024, 2:00 PM		
<b>RFQ No.:</b>	24-05-4808	<b>Date:</b>	May-13-2024
<b>PR No.:</b>	GAA-24-05-19207	<b>Date:</b>	May-09-2024

*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><b>2024 DOST Central Office Exhibit Design, Production, and Setup</b></p> <p>1. Background / Objectives.</p> <p>1.1. Design, production, and setup of the DOST-ASTI exhibit at the DOST Central Office (CO).</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: DOST-ASTI exhibit at DOST Central Office (CO).</p> <p>2.1.2. Venue: DOST CO, Bicutan.</p> <p>2.1.3. Duration: 01-30 June 2024.</p> <p>2.1.3.1. Default duration of requirements unless otherwise specified.</p> <p>2.1.4. Ingress / Egress.</p> <p>2.1.4.1. Ingress: 31 May 2024 (earliest).</p> <p>2.1.4.2. Egress: 30 June 2024.</p> <p>2.1.5. Event Hours: 24-hour exhibit.</p> <p>2.1.6. Actual Duration, Ingress, and Egress subject to completion of procurement process and issuance of Notice of Award (NOA), Purchase Order (PO), and</p>	1	lot	100000.00	100,000.00

Notice to Proceed (NTP), and may be adjusted accordingly.

## 2.2. Delivery, Installation, and Recovery.

2.2.1. Exhibit materials picked up at DOST-ASTI.

2.2.2. Exhibit delivered and installed by Ingress date at event venue.

2.2.3. Items for 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.

2.3.1.1. Closed truck or van.

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

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

2.3.4. Manpower Support Personnel.

2.3.4.1. Supervisor.

2.3.4.2. Driver.

2.3.4.3. Helpers: At least six (6) persons for ingress, setup, dismantling, egress.

## 2.4. Rentals.

2.4.1. Flooring.

2.4.1.1. Installation of needle punch carpet flooring for exhibit per floor plan provided by DOST-ASTI.

2.4.1.2. Carpet color for approval by DOST-ASTI.

2.4.1.3. Dimensions / Quantity.

2.4.1.3.1. 3m W x 2m H: 1 set.

2.4.2. Wall 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. Inclusive of tarpaulin design and artwork.

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

2.4.2.4. Dimensions / Quantity.

2.4.2.4.1. 2.5m H x 3m W: 1 set.

2.4.2.5. Backdrop Lighting.

2.4.2.5.1. Spotlight lighting per each meter of backdrop.

2.4.2.5.2. Inclusive of installation, electrical wiring and fixtures.

2.4.2.5.3. Quantity: 3 units.

2.4.3. Furniture.

2.4.3.1. Meeting Table: 1 unit.

2.4.3.2. Meeting Chair: 3 units.

2.4.3.3. Trash Bin: 1 unit.

#### 2.4.4. Electrical Outlets.

2.4.4.1. 2-pin socket, 3-gang, inclusive of installation, wiring, and other related items.

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

2.4.4.3. Quantity: 4 electrical outlets.

#### 2.5. Items to be provided by DOST-ASTI.

2.5.1. Relevant materials such as logos, images, text copy/write-up, etc.

#### 2.6. Venue Accreditation.

2.6.1. 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.

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

#### 2.7. Other Requirements

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

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

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

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

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

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

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

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

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

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

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

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

2.7.13. Proposal should be inclusive of government taxes, installation charges, and all other fees.

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

2.7.15. In case of delay or failure by the External Provider to deliver and fulfill any requirements as specified in the contract the External Provider agrees

that DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.

3. Change Orders or Amendments.

3.1. Any change orders or amendment to this agreement, including but not limited to Event Details, shall be made in writing, either electronically or non-electronically.

4. Delay or Failure in Service Delivery.

4.1. 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".

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 100,000.00**

**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.