



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Feb-27-2023, 2:00 PM		
RFQ No.:	23-02-4275	Date:	February-23-2023
PR No.:	ALAM-23-02-16098	Date:	February-10-2023

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>Airline tickets for the participants of the 1st Artificial Intelligence (AI) Research & Development (R&D) Conference and Workshop</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advance Science and Technology Institute (ASTI) is seeking for a qualified and competent TRAVEL AGENCY or SERVICE PROVIDER for the Supply and Delivery of Sixty (60) Airline Tickets, for participants of the First AI R&D Conference and Workshop. Said event will be held on 14-15 March 2023 in Davao City.</p> <p>2. SPECIFICATIONS / REQUIREMENTS</p> <p>2.1 ROUNDTRIP AIRLINE TICKETS</p> <p>2.1.1 FOREIGN GUESTS / RESOURCE SPEAKERS</p> <p>2.1.1.1 Two (2) foreign guests from:</p> <p>2.1.1.1.1 One (1) roundtrip airline ticket from Japan to Philippines, specifically Japan - Davao - Japan</p> <p>2.1.1.1.2 One (1) roundtrip airline ticket from Taiwan to Philippines, specifically Taiwan - Davao - Taiwan</p> <p>2.1.1.2 Flight must be the most direct and have minimal hours of layover.</p> <p>2.1.1.3 The end-user shall inform the travel agency/service provider of the flight details of the foreign guests at least fifteen (15) calendar days prior</p>	1	lot	895385.70	895,385.70

to the final travel periods, as specified in Clause 3.1. under Payment and Delivery Terms.

2.1.2 LOCAL GUESTS

2.1.2.1 Fifty-eight (58) local guests from:

2.1.2.1.1 Manila

2.1.2.1.2 Other provinces in the Philippines

2.1.2.2 The end-user shall inform the travel agency/service provider of the flight details of the local guests at least fifteen (15) calendar days prior to the final travel periods, as specified in Clause 3.1. under Payment and Delivery Terms.

2.1.3 BAGGAGE ALLOWANCE

2.1.3.1 Standard or minimum baggage allowance of airline

2.1.4 INCLUSIONS

2.1.4.1 Airport terminal fees (if applicable)

2.1.4.2 Philippine travel tax (if applicable)

2.1.4.3 Other government taxes and services fees

2.1.5 EXCLUSIONS

2.1.5.1 Pre-seat assignment (if with a fee)

2.1.5.2 Meal/s

2.1.5.3 Additional baggage allowance

2.1.6 OTHER TERMS

2.1.6.1 Ticket is rebookable, re-routable, and refundable without additional cost to ASTI

2.1.6.2 Foreign exchange rate/s (for foreign guests)

2.1.6.2.1 Fare cost must be converted to Philippine Peso and should be based on the date of booking

3. PAYMENT AND DELIVERY TERMS

3.1 Attached is a tentative list of participants for the event. The end-user shall inform the travel agency/service provider of the flight details of the confirmed local and foreign guests at least fifteen (15) calendar days prior to the final travel periods. Travel agency/Service provider must issue ticket within three (3) calendar days upon receipt of notice from the end-user.

3.2 Travel agency/Service provider must email confirmed airline booking to event organizer and passenger. This should include transfer details, if applicable.

3.3 Send bill arrangement. Travel agency/Service provider should only bill ASTI actual booking charges. Breakdown of costs and other relevant documents (airline ticket, boarding pass or equivalent document, among others) must be provided to ASTI within ten (10) calendar days upon travel completion, for accounting purposes. Bill/Invoice, indicating total amount of charges, must be within the total contract price.

3.4 Government terms, payment upon complete delivery or submission of documents needed.

3.5 Price is inclusive of government taxes, service fees, and other service charges.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 895,385.70

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.