



**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>	Feb-20-2023, 2:00 PM		
<b>RFQ No.:</b>	23-02-4258	<b>Date:</b>	February-15-2023
<b>PR No.:</b>	ULAT-23-02-16086	<b>Date:</b>	February-08-2023

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><b>CATERING SERVICES FOR THE INAUGURATION OF THE 3.5-METER SATELLITE ANTENNA IN DUMANGAS, ILOILO</b></p> <p>1. GENERAL STATEMENT</p> <p>1.1. The Advanced Science and Technology Institute (herein referred to as the "Institute") is seeking qualified and competent bidders for the catering services for the Inauguration of the 3.5-meter Satellite Antenna in Dumangas, Iloilo.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>2. SPECIFICATIONS</p> <p>2.1. PLACE, SCHEDULE OF INGRESS AND EGRESS, AND DATES OF EVENT</p> <p>2.1.1. Tentative Schedule - March 10, 2023</p> <p>2.1.1.1. End-user will confirm the final schedule at least two (2) weeks before the event.</p> <p>2.1.2. Place - Dumangas, Iloilo</p> <p>2.1.3. Ingress</p> <p>2.1.3.1. At least a day before the confirmed schedule or as confirmed by ASTI.</p>	1	lot	70000.00	70,000.00

2.1.4. Egress

2.1.4.1. 8 PM-10 PM onwards on the actual event or as soon as all guests have left the venue.

2.2. CATERING SERVICES REQUIREMENTS

2.2.1. At least five (5) uniformed waiters.

2.2.2. Corporate styling for catering, i.e., candies in bowl on tables, among others.

2.2.3. Meal Requirements

2.2.3.1. Meals composed of AM snacks, lunch, and PM snacks which will be served for one hundred (100) persons.

2.2.3.2. With overflowing coffee or tea during the whole event

2.2.3.3. Complimentary standby mineral water dispenser (hot and cold) inside the conference room or equivalent during all the meeting sessions.

2.2.3.4. AM snacks and PM snacks must be plated.

2.2.3.5. Lunch and dinner must be served with assisted service buffet setup.

2.2.3.6. Buffet must include 10% buffer.

2.2.3.7. Preferred menu for AM and PM SNACKS:

2.2.3.8. One (1) pasta with bread or any local cuisine in the area; and

2.2.3.9. Fruit Juice/Soda/Iced tea in a sealed bottle or served to the guests' table in a drinking glass.

2.2.3.10. Preferred menu for LUNCH:

2.2.3.10.1. Two (2) to three (3) set of viands (chicken, beef, or fish);

2.2.3.10.2. Vegetable dish;

2.2.3.10.3. White rice;

2.2.3.10.4. With fruits or desserts;

2.2.3.10.5. Fruit Juice/Soda/Iced tea in a sealed bottle or served to the guests' table in a drinking glass; and

2.2.3.10.6. Ten (10) bottles of wine for the toast part of the program, which is good for one hundred (100) persons, with wine glasses.

2.2.3.11. Other Requirements

2.2.3.11.1. Menu list shall be approved by end-user.

2.2.3.11.2. Dedicated one (1) Account Manager to liaise and coordinate with ASTI prior, during, and after the event.

3. DELIVERY AND PAYMENT TERMS

3.1. Payment shall be based on the NUMBER OF CONFIRMED PEOPLE by the end-user three days prior to the event.

3.2. Payment shall only be processed after certification/acceptance of the end-user that the service has been delivered in accordance with the terms of this contract. No payment shall be made for services not yet rendered.

3.3. In the event of force majeure, ASTI has the right to terminate the contract when, as a result of force majeure, the supplier is unable to deliver or perform any or all of the Goods/Services pursuant to the 2016 IRR of RA No. 9184.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 70,000.00**

## 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.