



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

| | | | |
|----------------------------------------|------------------------------------------------|--------------|---------------|
| Kind of Procurement Activity: | Negotiated Procurement:Small-value Procurement | | |
| Deadline of Submission of Bids: | Mar-26-2024, 2:00 PM | | |
| RFQ No.: | 24-03-4720 | Date: | March-21-2024 |
| PR No.: | GAA-24-03-18874 | Date: | March-18-2024 |

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>Catering Service - Communications Technical Experts Consultation Session</p> <p>1. Background / Objectives.</p> <p>1.1. Catering service for the conduct of the Communications Technical Experts Consultation Session.</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. Service Schedule.</p> <p>2.1.1. Service Date(s): 12 April 2024.</p> <p>2.1.2. Service Start Time: 8:30 AM.</p> <p>2.1.3. Any change in service schedule dates and time due to unforeseen circumstances will be advised by DOST-ASTI and adjusted accordingly.</p> <p>2.2. Service Area.</p> <p>2.2.1. DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City.</p> <p>2.3. Service Quantity.</p> <p>2.3.1. Catering services for specified Service Quantity</p> | 1 | lot | 35000.00 | 35,000.00 |

below per Service Schedule:

2.3.1.1. Minimum Service Quantity (Min SQ): 35 persons.

2.3.1.2. Maximum Service Quantity (Max SQ): 50 persons.

2.3.2. Bid submissions shall be based on the specified Maximum Service Quantity.

2.3.3. Catering service Cost per Person (CPP) shall be computed based on the Awarded Contract Price divided by the specified Maximum Service Quantity (Max SQ).

2.3.4. Any change in Service Quantity to be advised by DOST-ASTI at least three (3) calendar days before the Service Schedule.

2.3.5. Any decrease in Service Quantity shall not go below the Min SQ.

2.3.6. Any increase in Service Quantity above the Max SQ will be with the concurrence of the External Provider, which may involve adjustment of the Food and Beverage Requirements in order to accommodate the increase in Service Quantity, i.e., modifying or decreasing the food and/or beverage options for example, such that DOST-ASTI shall not incur any additional payment over and above the Awarded Contract Price.

2.4. Food and Beverage Requirements.

2.4.1. Food Service: Buffet Service.

2.4.2. Lunch.

2.4.2.1. Food theme: International / Continental / Filipino.

2.4.2.2. Hot Dish.

2.4.2.2.1. Minimum of one (1) soup dish (no meat).

2.4.2.2.2. Minimum of three (3) main dishes: Chicken, beef, fish.

2.4.2.2.3. Minimum of one (1) vegetable dish.

2.4.2.2.4. No pork dish.

2.4.2.2.5. Starch dish, i.e. rice.

2.4.2.3. Dessert.

2.4.2.3.1. Fresh fruits or pastries.

2.4.3. Morning (AM) and Afternoon (PM) snacks.

2.4.3.1. Pasta dish or sandwich or pastries.

2.4.4. Cold Drinks.

2.4.4.1. Included in main meal(s) and snack(s).

2.4.4.2. Choice of fresh juice, soda and/or iced tea.

2.4.4.3. Mineral water.

2.4.5. Hot drinks.

2.4.5.1. Included in main meal(s) and snack(s).

2.4.5.2. Brewed and decaffeinated coffee.

2.4.5.3. Tea (black, green and/or earl grey).

2.4.5.4. Accompaniments: sugar, creamer, and fresh milk.

2.4.6. Menu.

2.4.6.1. External Provider to submit at least two (2) and a maximum of three (3) menu choices. Final menu shall be approved by DOST-ASTI.

2.4.6.2. Provision for ala-carte meals for vegetarian, Halal, and other dietary restrictions.

2.4.6.3. DOST-ASTI will advise as to type and quantity of dietary-restricted meals that will be prepared, which shall be counted against the total Service Quantity food requirements.

2.4.7. The External Provider shall provide at least a ten percent (10%) buffer on all food and beverage requirements.

2.5. Physical Requirements.

2.5.1. External Provider to setup one (1) buffet food and beverage service station.

2.6. Accreditation Requirements.

2.6.1. For Service Area held at venues outside of DOST-ASTI it is the sole responsibility of the External Provider that they are accredited by the external service venue, should such venue require accreditation, at the time of submission of their proposal.

2.6.2. External Provider shall submit proof of such accreditation either with their bid or upon request of DOST-ASTI.

2.7. General Requirements.

2.7.1. Timely Delivery of Services.

2.7.1.1. The External Provider should have the necessary resources to provide and organize catering services when requested by DOST-ASTI which will provide adequate notice period.

2.7.1.2. Set-up of catering services equipment and materials should be completed at least 90 minutes before the Service Start Time on the specified Service Schedule.

2.7.1.3. Food should be ready for service at least 30 minutes before the Service Start Time on the specified Service Schedule.

2.7.1.4. Indicative Coffee Break / Snacks Timing.

2.7.1.4.1. Estimated duration: 15 to 30 minutes.

2.7.1.4.2. Between 8:00AM and 10:00AM.

2.7.1.4.3. Between 3:00PM and 4:30PM.

2.7.1.5. Indicative Lunch Break Timing.

2.7.1.5.1. Estimated duration: 1 hour up to 2 hours.

2.7.1.5.2. Between 12:00NN and 2:00PM.

2.7.1.6. DOST-ASTI will notify the External Provider of any change or adjustment in the indicative schedule or timing of food service.

2.7.2. The External Provider shall provide personnel, equipment and materials where necessary including provision of buffet service stations, crockery, cutlery, tables, chairs, tablecloths and linens, centerpiece, beverage dispensers and other related items as required and applicable. External Provider shall submit a sample setup design for approval by DOST-ASTI when so requested.

2.7.3. The External Provider shall provide suitable containers for left-over food and beverages.

2.7.4. The External Provider is solely responsible for cleanup of all catering service-related areas and items.

2.7.5. The External Provider shall ensure that environmentally friendly actions are taken regarding the disposal of all waste materials.

2.8. Service Management and Coordination.

2.8.1. DOST-ASTI shall provide the name and contact information of its coordinator / contact person to the External Provider.

2.8.2. The External Provider shall appoint a coordinator / contact person that will deal with DOST-ASTI's requests.

2.8.3. The External Provider coordinator / contact person, or an alternate, shall be always available via phone during normal working hours (Monday to Friday, from 8:00AM to 5:00PM).

2.8.4. The External Provider coordinator / contact person, or an alternate, shall be always available via phone during the specified Service Schedule.

2.8.5. The External Provider shall appoint an on-site service manager that will deal with DOST-ASTI's requests on the specified Service Schedule at the specified Service Area.

2.8.6. The External Provider shall provide to DOST-ASTI the names and contact information (email address, work number, and mobile number) of its appointed coordinator / contact person and on-site service manager.

2.8.7. The External Provider shall provide to DOST-ASTI the names and contact information of its company manager or officer of sufficient rank and authority who may resolve issues in case that the appointed coordinator / contact person and/or on-site service manager cannot resolve DOST-ASTI's requests and/or instructions.

3. Amendments.

3.1. Any amendment to this agreement, including but not limited to Service Schedule, Service Area, and Service Quantity shall be made in writing, either electronically or non-electronically.

3.2. The End User is solely authorized on behalf of DOST-ASTI to approve any amendment to this agreement that may result in any change in billing and/or payment amount from the Awarded Contract Price.

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

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| | <p>External Provider under the contract and under applicable law.</p> <p>5. Other Requirements.</p> <p>5.1. External Provider will provide upon request of DOST-ASTI, as applicable, conceptual and schematic drawings and plans.</p> <p>5.2. External Provider must attend coordination meetings as set by DOST-ASTI.</p> <p>5.3. External Provider is solely responsible for food safety, equipment safety, electrical safety, mechanical safety, and any related insurance requirements.</p> <p>5.4. External Provider must comply with all health protocols.</p> <p>5.5. External Provider cost includes delivery and pick-up of equipment and materials with crew to the Service Area.</p> <p>5.6. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress and egress whenever applicable.</p> <p>5.7. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL during ingress and egress whenever applicable.</p> <p>5.8. External Provider must comply with restrictions regarding food and drinks for Service Area held at venues outside of DOST-ASTI.</p> <p>5.9. In case certain items will not be required External Provider agrees to replace or substitute these with items of similar value.</p> <p>5.10. External Provider to provide cost breakdown upon request by DOST-ASTI.</p> <p>6. Delivery and Payment.</p> <p>6.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under Service Schedule and Service Area.</p> <p>6.2. Bid price shall be inclusive of taxes, delivery charges, and all other related fees.</p> <p>6.3. Should there be any modification or amendment resulting in a decrease in the originally specified Service Quantity DOST-ASTI shall be billed based on the final Service Quantity multiplied by the originally computed Cost Per Person (CPP).</p> <p>6.4. Should there be any modification or amendment resulting in an increase in the originally specified Service Quantity DOST-ASTI shall not be billed, and shall not incur, any additional payment over and above the Awarded Contract Price.</p> <p>6.5. Payment Terms: Prescribed government terms.</p> | | | | |
| 2 | <p>Catering Service - 2023 DOST-ASTI Annual Report Writeshop</p> <p>1. Background / Objectives.</p> <p>1.1. Catering service for the conduct of the 2023 DOST-ASTI Annual Report Writeshop.</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> | 1 | lot | 28000.00 | 28,000.00 |

2.1. Service Schedule.

- 2.1.1. Service Date(s): 22 April 2024.
- 2.1.2. Service Start Time: 8:30 AM.
- 2.1.3. Any change in service schedule dates and time due to unforeseen circumstances will be advised by DOST-ASTI and adjusted accordingly.

2.2. Service Area.

- 2.2.1. DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City.

2.3. Service Quantity.

- 2.3.1. Catering services for specified Service Quantity below per Service Schedule:

- 2.3.1.1. Minimum Service Quantity (Min SQ): 30 persons.

- 2.3.1.2. Maximum Service Quantity (Max SQ): 40 persons.

- 2.3.2. Bid submissions shall be based on the specified Maximum Service Quantity.

- 2.3.3. Catering service Cost per Person (CPP) shall be computed based on the Awarded Contract Price divided by the specified Maximum Service Quantity (Max SQ).

- 2.3.4. Any change in Service Quantity to be advised by DOST-ASTI at least three (3) calendar days before the Service Schedule.

- 2.3.5. Any decrease in Service Quantity shall not go below the Min SQ.

- 2.3.6. Any increase in Service Quantity above the Max SQ will be with the concurrence of the External Provider, which may involve adjustment of the Food and Beverage Requirements in order to accommodate the increase in Service Quantity, i.e., modifying or decreasing the food and/or beverage options for example, such that DOST-ASTI shall not incur any additional payment over and above the Awarded Contract Price.

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- 2.4.2. Lunch.

- 2.4.2.1. Food theme: International / Continental / Filipino.

- 2.4.2.2. Hot Dish.

- 2.4.2.2.1. Minimum of one (1) soup dish (no meat).

- 2.4.2.2.2. Minimum of three (3) main dishes: Chicken, beef, fish.

- 2.4.2.2.3. Minimum of one (1) vegetable dish.

- 2.4.2.2.4. No pork dish.

- 2.4.2.2.5. Starch dish, i.e. rice.

- 2.4.2.3. Dessert.

- 2.4.2.3.1. Fresh fruits or pastries.

- 2.4.3. Morning (AM) and Afternoon (PM) snacks.

- 2.4.3.1. Pasta dish or sandwich or pastries.

- 2.4.4. Cold Drinks.

- 2.4.4.1. Included in main meal(s) and snack(s).

- 2.4.4.2. Choice of fresh juice, soda and/or iced tea.

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2.7.1.5.1. Estimated duration: 1 hour up to 2 hours.

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or timing of food service.

2.7.2. The External Provider shall provide personnel, equipment and materials where necessary including provision of buffet service stations, crockery, cutlery, tables, chairs, tablecloths and linens, centerpiece, beverage dispensers and other related items as required and applicable. External Provider shall submit a sample setup design for approval by DOST-ASTI when so requested.

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2.8.6. The External Provider shall provide to DOST-ASTI the names and contact information (email address, work number, and mobile number) of its appointed coordinator / contact person and on-site service manager.

2.8.7. The External Provider shall provide to DOST-ASTI the names and contact information of its company manager or officer of sufficient rank and authority who may resolve issues in case that the appointed coordinator / contact person and/or on-site service manager cannot resolve DOST-ASTI's requests and/or instructions.

3. Amendments.

3.1. Any amendment to this agreement, including but not limited to Service Schedule, Service Area, and Service Quantity shall be made in writing, either electronically or non-electronically.

3.2. The End User is solely authorized on behalf of DOST-ASTI to approve any amendment to this agreement that may result in any change in billing and/or payment amount from the Awarded Contract Price.

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. Other Requirements.

5.1. External Provider will provide upon request of DOST-ASTI, as applicable, conceptual and schematic drawings and plans.

5.2. External Provider must attend coordination meetings as set by DOST-ASTI.

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

5.4. External Provider must comply with all health protocols.

5.5. External Provider cost includes delivery and pick-up of equipment and materials with crew to the Service Area.

5.6. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress and egress whenever applicable.

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

5.8. External Provider must comply with restrictions regarding food and drinks for Service Area held at venues outside of DOST-ASTI.

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

5.10. External Provider to provide cost breakdown upon request by DOST-ASTI.

6. Delivery and Payment.

6.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under Service Schedule and Service Area.

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

6.3. Should there be any modification or amendment resulting in a decrease in the originally specified Service Quantity DOST-ASTI shall be billed based on the final Service Quantity multiplied by the originally computed Cost Per Person (CPP).

6.4. Should there be any modification or amendment resulting in an increase in the originally specified Service Quantity DOST-ASTI shall not be billed, and shall not incur, any additional payment over and above the Awarded Contract Price.

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.