



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Mar-05-2024, 2:00 PM		
RFQ No.:	24-02-4690	Date:	February-29-2024
PR No.:	GAA-24-02-18623	Date:	February-28-2024

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 services for APNIC Training</p> <p>1.0 General Statement</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Catering Services for APNIC Training.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2.0 Technical Specifications</p> <p>2.1. Place of Event</p> <p>2.1.1. Tentative: DOST-ASTI Building, UP Technology Park Complex, C.P. Garcia Ave., UP Campus, Diliman Quezon City 1101 or any event place within Diliman, Quezon City</p> <p>2.1.2. DOST-ASTI shall coordinate the final venue to the Winning Bidder seven (7) calendar days prior to the actual date of the event.</p> <p>2.2. Schedule of Event</p> <p>2.2.1. Tentative schedule will be any of five (5) days within the month of April 2024 or within 2024 as schedule is dependent on the availability of foreign experts.</p> <p>2.2.2. DOST-ASTI shall coordinate the final schedule to the Winning Bidder seven (7) calendar</p>	1	lot	157500.00	157,500.00

days prior to the actual date of the event through written notice.

2.3. Estimated Number of Attendees

2.3.1. Maximum of only forty-five (45) pax.

2.4. Meal Requirements

2.4.1. Meals should be served during AM / PM snacks, and managed buffet lunch.

2.4.2. Serving Time and Setup

2.4.2.1. AM Snacks are to be served at 10:00 AM (menu choices such as but not limited to pasta, sandwiches, pastries, noodles, etc.), with either juice or soda as a beverage.

2.4.2.2. Managed buffet lunch is to be served at 12:00 NN, with the following requirements:

2.4.2.2.1. Menu sets, as follows:

2.4.2.2.1.1. Lunch with at least three (3) main dishes, choice of chicken, pork, beef, and fish;

2.4.2.2.1.2. One (1) vegetable dish;

2.4.2.2.1.3. Rice;

2.4.2.2.1.4. Dessert;

2.4.2.2.1.5. Soup; and

2.4.2.2.1.6. One (1) beverage (iced tea or soda).

2.4.2.3. PM Snacks are to be served at 3:00 PM (menu choices such as but not limited to pasta, sandwiches, pastries, noodles, etc.), with either juice or soda as a beverage.

2.4.2.4. Free-flowing coffee / tea during the entire event.

2.4.3. Menu choices are to be provided by the Winning Bidder and shall be approved by the End-user.

2.4.3.1. Provision of menu choices for one (1) vegetarian and two (2) pescatarian meals.

2.5. Other Provisions

2.5.1. The Service Provider must provide ten percent (10%) buffer in all meals to be served without additional cost to DOST-ASTI.

2.5.2. The setup of food buffet table shall have dinnerware and servers.

2.5.3. Servers should wear name tags for identification.

2.5.4. Must provide electric coffee percolator.

2.5.5. Catering staff should be fully vaccinated and must comply with the usual COVID-19 guidelines such as wearing face masks, no symptoms of COVID-19 like fever, cough, colds, and/or any contagious disease.

2.5.6. The setup should start at 7:00 AM.

3.0 Payment and Delivery Terms

3.1. The payment shall be made after the conclusion of the event and upon certifying the services provided by the End-user and receipt of invoices / Statement of Account and Summary of Meals Served

3.2. The payment will be through LDDAP-ADA/bank transfer.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 157,500.00

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.