



**ASTI-FM 03-10  
REV 4/ 9 MAR 2022**

**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>	Apr-29-2024, 2:00 PM		
<b>RFQ No.:</b>	24-04-4780	<b>Date:</b>	April-24-2024
<b>PR No.:</b>	GAA-24-04-19120	<b>Date:</b>	April-22-2024

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>Catering Services for Gender Sensitivity Training</b></p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent service providers for the Supply and Delivery of Catering Services for Gender Sensitivity Training.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Venue</p> <p>2.1.1. DOST-ASTI Back Lobby, G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>2.2. Schedule</p> <p>2.2.1. Three (3) whole days, 22-24 May 2024.</p> <p>2.2.2. DOST-ASTI shall coordinate the final schedule to the caterer seven (7) calendar days prior to the final schedule of the event.</p> <p>2.2.3. The end-user can revise the schedule, if necessary, and inform the supplier one (1) week before the event.</p> <p>2.3. Estimated Number of Attendees</p> <p>2.3.1. Maximum of fifty (50) pax, with a guaranteed number of forty (40) pax.</p> <p>2.4. Buffet Menu</p> <p>2.4.1. Food for AM snacks, lunch, and PM snacks in</p>	1	lot	105000.00	105,000.00

managed buffet setup at P700.00 per head.

2.4.2. AM snacks will be served at 9:00 AM. (menu choices such as but not limited to pasta, sandwiches, pastries, noodles, etc.), with either juice or soda as a beverage.

2.4.3. Lunch is to be served at 12:00 NN, with the following requirements:

2.4.3.1. Menu sets, as follows:

2.4.3.1.1. Lunch with at least two (2) to three (3) main dishes, choice of chicken, pork, beef, and fish;

2.4.3.1.2. One (1) vegetable or soup dish

2.4.3.1.3. Rice;

2.4.3.1.4. Dessert;

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

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

2.4.6. Free-flowing coffee during sessions.

2.4.7. Menu choices are to be provided by the vendor and shall be approved by end user.

2.4.8. Provision of menu for one (1) vegetarian and two (2) pescatarians.

2.5. Others

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

2.5.2. Set up of food buffet table with dinnerware and servers.

2.5.3. Servers should wear name tags for identification.

2.5.4. Provision of electric coffee percolator.

2.5.5 Catering staff should be fully vaccinated and must comply with the prescribed DOST-ASTI health protocols while on the DOST-ASTI premises such as wearing face masks, no symptoms of COVID, specifically no fever, cough, colds, and/or any contagious disease.

2.5.6. Set up should start at 7:00 AM.

3. PAYMENT TERMS

3.1. Price should be inclusive of government taxes and other charges.

3.2. Payment to the supplier will be through LDDAP/bank transfer, which will be processed within thirty (30) calendar days upon submission of complete documents.

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

**Php 105,000.00**

**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.