



**ASTI-FM 03-10**  
**REV 5/ 30 APR 2024**

**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>	Sep-02-2024, 2:00 PM		
<b>RFQ No.:</b>	24-08-4978	<b>Date:</b>	August-29-2024
<b>PR No.:</b>	GAA-24-08-19771	<b>Date:</b>	August-13-2024

*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 Gul.ai Project End-User Training with University of Rizal System, Tanay Campus</b></p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent services providers for the Supply and Delivery of Catering Services for Gul.ai Project End-User Training with University of Rizal System, Tanay Campus.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Venue</p> <p>2.1.1. Venue is at Dumagat Hall, University of Rizal System, JP Rizal St., Brgy. Sampaloc, Tanay, Rizal.</p> <p>2.2. Schedule</p> <p>2.2.1. Two (2) days, any dates between 11-15 November 2024</p> <p>2.2.2. DOST-ASTI shall coordinate the final schedule to the caterer within seven (7) calendar days prior to the final schedule of the event.</p> <p>2.3. Estimated Number of Attendees</p> <p>2.3.1. Thirty-five (35) pax</p> <p>2.3.2. Caterer shall provide proposal/quotation based on the estimated number of pax.</p>	1	lot	49000.00	49,000.00

2.3.3. Final number of pax shall be confirmed by DOST-ASTI at least three (3) calendar days prior to the final schedule of the event.

#### 2.4. Menu

##### 2.4.1. AM Snacks (Heavy)

2.4.1.1. AM snacks with drinks shall be served at 10:00 AM.

2.4.1.1.1. One (1) pasta with bread or any Filipino rice porridge (provide three (3) choices)

2.4.1.1.2. One (1) canned or bottled fruit juice drink

##### 2.4.2. Lunch

2.4.2.1. Lunch shall be served on or before 12:00 NN and menu set shall include:

2.4.2.1.1. At least two (2) main dishes, choice of chicken or fish, pork or beef

2.4.2.1.2. One (1) vegetable dish

2.4.2.1.3. White rice

2.4.2.1.4. With fruits or dessert

2.4.2.1.5. Soup

2.4.2.1.6. One (1) canned or bottled fruit juice drink or soda

##### 2.4.3. PM Snacks (Heavy)

2.4.3.1. PM Snacks with drinks shall be served at 3:00 PM.

2.4.3.1.1. Two (2) types of kakanin or chicken sandwich or any sandwich with side dish (packed food)

2.4.3.1.2. One (1) canned or bottled fruit juice drink

#### 2.5. Other Requirements

2.5.1. Complimentary standby mineral water dispenser (hot and cold) inside the venue.

2.5.2. Free-flowing coffee must be provided by the caterer.

2.5.3. Menu shall be approved by the end-user unit.

2.5.4. Dedicated one (1) account manager or staff to liaise and/or coordinate with DOST-ASTI prior, during, and after the event.

### 3. SERVICES

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

3.2. Set up of food buffet table with complete dinnerware and with servers, or packed foods in environmentally food packaging.

3.3. Servers should wear proper name tags for identification.

3.4. Catering staff should be fully vaccinated and must comply with the prescribed URS/IATF health protocols while inside the university's premises.

### 4. PRICING AND PAYMENT

4.1. Price quotation must be inclusive of applicable taxes, fees, and charges.

4.2. Send bill arrangement. Bill/Invoice and letter of request for payment must be submitted to DOST-ASTI Property and Supply Section within ten (10) calendar days upon conclusion of the activity/event.

4.3. Payment shall be made upon certification and acceptance of the end-user of the service has been

	rendered. No payment shall be made for services not rendered under this contract.				
2	<p><b>Catering Services for Gul.ai Project AI Training for Faculties and students of the University of Rizal System</b></p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent services providers for the Supply and Delivery of Catering Services for Gul.ai Project AI Training for Faculties and students of the University of Rizal System</p> <p>1.2. The Approved Budget for the Contract is inclusive of all government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Venue</p> <p>2.1.1. Venue is at Dumagat Hall, University of Rizal System, JP Rizal St., Brgy. Sampaloc, Tanay, Rizal.</p> <p>2.2. Schedule</p> <p>2.2.1. Three (3) days, any dates between 23-27 September 2024</p> <p>2.2.2. DOST-ASTI shall coordinate the final schedule to the caterer within seven (7) calendar days prior to the final schedule of the event.</p> <p>2.3. Estimated Number of Attendees</p> <p>2.3.1. Thirty-five (35) pax</p> <p>2.3.2. Caterer shall provide proposal/quotation based on the estimated number of pax.</p> <p>2.3.3. Final number of pax shall be confirmed by DOST-ASTI at least three (3) calendar days prior to the final schedule of the event.</p> <p>2.4. Menu</p> <p>2.4.1. AM Snacks (Heavy)</p> <p>2.4.1.1. AM snacks with drinks shall be served at 10:00 AM.</p> <p>2.4.1.1.1. One (1) pasta with bread or any Filipino rice porridge (provide three (3) choices)</p> <p>2.4.1.1.2. One (1) canned or bottled fruit juice drink</p> <p>2.4.2. Lunch</p> <p>2.4.2.1. Lunch shall be served on or before 12:00 NN and menu set shall include:</p> <p>2.4.2.1.1. At least two (2) main dishes, choice of chicken or fish, pork or beef</p> <p>2.4.2.1.2. One (1) vegetable dish</p> <p>2.4.2.1.3. White rice</p> <p>2.4.2.1.4. With fruits or dessert</p> <p>2.4.2.1.5. Soup</p> <p>2.4.2.1.6. One (1) canned or bottled fruit juice drink or soda</p> <p>2.4.3. PM Snacks (Heavy)</p> <p>2.4.3.1. PM Snacks with drinks shall be served at 3:00 PM.</p> <p>2.4.3.1.1. Two (2) types of kakanin or chicken sandwich or any sandwich with side dish (packed food)</p> <p>2.4.3.1.2. One (1) canned or bottled fruit juice drink</p> <p>2.5. Other Requirements</p> <p>2.5.1. Complimentary standby mineral water dispenser (hot and cold) inside the venue.</p>	1	lot	73500.00	73,500.00

2.5.2. Free-flowing coffee must be provided by the caterer.

2.5.3. Menu shall be approved by the end-user unit.

2.5.4. Dedicated one (1) account manager or staff to liaise and/or coordinate with DOST-ASTI prior, during, and after the event.

### 3. SERVICES

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

3.2. Set up of food buffet table with complete dinnerware and with servers, or packed foods in environmentally food packaging.

3.3. Servers should wear proper name tags for identification.

3.4. Catering staff should be fully vaccinated and must comply with the prescribed URS/IATF health protocols while inside the university's premises.

### 4. PRICING AND PAYMENT

4.1. Price quotation must be inclusive of applicable taxes, fees, and charges.

4.2. Send bill arrangement. Bill/Invoice and letter of request for payment must be submitted to DOST-ASTI Property and Supply Section within ten (10) calendar days upon conclusion of the activity/event.

4.3. Payment shall be made upon certification and acceptance of the end-user of the service has been rendered. No payment shall be made for services not rendered under this contract.

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

**Php 122,500.00**

## 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.*