



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

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Oct-10-2022, 2:00 PM		
RFQ No.:	22-09-4029	Date:	October-05-2022
PR No.:	NetMeshR3-22-09-14705	Date:	September-02-2022

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.

EMMANUEL P. BALINTEC
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Catering services for Training on the NetMesh Fixed and Mobile Benchmarking Tools - charged to NTC 3</p> <p>1. BACKGROUND AND OBJECTIVES: 1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for the PROVISION OF CATERING SERVICES WITH VENUE AND OTHER EVENT AMENITIES for the conduct of the Training on the NetMesh Fixed and Mobile Benchmarking Tools in Region 3.</p> <p>2. Minimum Specifications: 2.1. One (1) Lot Catering Service with Venue and Event Amenities 2.2. Location: Region 3, San Fernando City, Pampanga 2.3. No. of Day/s: One (1) day 2.4. Estimated No. of Pax: 50 pax, actual number of attendees to be provided by end-user at least three (3) days before the event. 2.5. Budget for catering is @ P35,000.00 - P700.00/pax 2.6. Tentative Schedule: 04 October 2022. End-user will confirm the schedule at least three (3) days before the event. 2.7. Meals:</p>	1	lot	35000.00	35,000.00

	<p>2.7.1 All meals with free-flowing iced tea and coffee.</p> <p>2.7.2 AM Snacks to be served at @10:00 AM.</p> <p>2.7.3. Managed buffet lunch, menu for lunch:</p> <p>2.7.3.1. One (1) soup</p> <p>2.7.3.2. One (1) pork or chicken</p> <p>2.7.3.3. One (1) fish</p> <p>2.7.3.4. One (1) vegetable</p> <p>2.7.3.5. One (1) dessert</p> <p>2.7.3.6. Menu choices are to be provided by the vendor and attached to the quotation. DOST-ASTI will select the final menu for the event.</p> <p>2.8. Event Amenities:</p> <p>2.8.1. Use of function room from 9:00 AM to 1:00 PM.</p> <p>2.8.2. Basic function room table and chair set-up.</p> <p>2.8.3. Basic lights and sound system with two (2) microphones.</p> <p>2.8.4. Provision of LCD projector and screen.</p> <p>2.8.5. Available stage and podium.</p> <p>2.8.6. Internet connection for unlimited devices.</p> <p>2.8.7. Available plug outlets or provision of extension outlets for laptop charging.</p> <p>2.8.8. Area outside and inside the venue to put up banners and place to set up roll-up vertical banners either at the lobby or at the entrance of the function room and near the stage.</p> <p>3. Services</p> <p>3.1. Supplier must have at least 10% buffer in all meals to be served without additional cost.</p> <p>3.2. Serving staff should be fully vaccinated.</p> <p>4. Terms of Payment</p> <p>4.1. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>4.2. Payment shall be made only upon 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.</p>				
2	<p>Catering services for Training on the NetMesh Fixed and Mobile Benchmarking Tools -charged to NTC Region 8</p> <p>1. BACKGROUND AND OBJECTIVES:</p> <p>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for PROVISION OF CATERING SERVICES WITH VENUE AND OTHER EVENT AMENITIES for the conduct of the Training on the NetMesh Fixed and Mobile Benchmarking Tools in Region 8.</p> <p>2. Minimum Specifications:</p> <p>2.1. One (1) Lot Catering Service with Venue and Event Amenities</p> <p>2.2. Location: Region 8, Tacloban City, Leyte</p> <p>2.3. No. of Day/s: One (1) day</p> <p>2.4. Estimated No. of Pax: 50 pax, actual number of attendees to be provided by end-user at least three (3) days before the event.</p> <p>2.5. Budget for catering is @P35,000.00 - P700.00/pax</p> <p>2.6. Tentative Schedule: October 18, 2022. End-user will confirm the schedule at least three (3) days before</p>	1	lot	33000.00	33,000.00

	<p>the event.</p> <p>2.7. Meals:</p> <p>2.7.1 All meals with free-flowing iced tea and coffee.</p> <p>2.7.2 AM Snacks to be served at @10:00 AM.</p> <p>2.7.3. Managed buffet lunch, menu for lunch:</p> <p>2.7.3.1. One (1) soup</p> <p>2.7.3.2. One (1) pork or chicken</p> <p>2.7.3.3. One (1) fish</p> <p>2.7.3.4. One (1) vegetable</p> <p>2.7.3.5. One (1) dessert</p> <p>2.7.3.6. Menu choices are to be provided by the vendor and attached to the quotation. DOST-ASTI will select the final menu for the event.</p> <p>2.8. Event Amenities:</p> <p>2.8.1. Use of function room from 9:00 AM to 1:00 PM.</p> <p>2.8.2. Basic function room table and chair set-up.</p> <p>2.8.3. Basic lights and sound system with two (2) microphones.</p> <p>2.8.4. Provision of LCD projector and screen.</p> <p>2.8.5. Available stage and podium.</p> <p>2.8.6. Internet connection for unlimited devices.</p> <p>2.8.7. Available plug outlets or provision of extension outlets for laptop charging.</p> <p>2.8.8. Area outside and inside the venue to put up banners and place to set up roll-up vertical banners either at the lobby or at the entrance of the function room and near the stage.</p> <p>3. Services</p> <p>3.1. Supplier must have at least 10% buffer in all meals to be served without additional cost.</p> <p>3.2. Serving staff should be fully vaccinated.</p> <p>4. Terms of Payment</p> <p>4.1. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>4.2. Payment shall be made only upon 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.</p>				
3	<p>Catering services for Training on the NetMesh Fixed and Mobile Benchmarking Tools - charged to NTC Region 11</p> <p>1. BACKGROUND AND OBJECTIVES:</p> <p>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for PROVISION OF CATERING SERVICES WITH VENUE AND OTHER EVENT AMENITIES for the conduct of the Training on the NetMesh Fixed and Mobile Benchmarking Tools in Region 11.</p> <p>2. Minimum Specifications:</p> <p>2.1. One (1) Lot Catering Service with Venue and Event Amenities</p> <p>2.2. Location: Region 11, Davao City, Davap del Sur</p> <p>2.3. No. of Day/s: One (1) day</p> <p>2.4. Estimated No. of Pax: 50 pax, actual number of attendees to be provided by end-user at least three (3) days before the event.</p> <p>2.5. Budget for catering is @ P35,000.00 -</p>	1	lot	32000.00	32,000.00

	<p>P700.00/pax</p> <p>2.6. Tentative Schedule: November 8, 2022. End-user will confirm the schedule at least three (3) days before the event.</p> <p>2.7. Meals:</p> <p>2.7.1 All meals with free-flowing iced tea and coffee.</p> <p>2.7.2 AM Snacks to be served at @10:00 AM.</p> <p>2.7.3. Managed buffet lunch, menu for lunch:</p> <p>2.7.3.1. One (1) soup</p> <p>2.7.3.2. One (1) pork or chicken</p> <p>2.7.3.3. One (1) fish</p> <p>2.7.3.4. One (1) vegetable</p> <p>2.7.3.5. One (1) dessert</p> <p>2.7.3.6. Menu choices are to be provided by the vendor and attached to the quotation. DOST-ASTI will select the final menu for the event.</p> <p>2.8. Event Amenities:</p> <p>2.8.1. Use of function room from 9:00 AM to 1:00 PM.</p> <p>2.8.2. Basic function room table and chair set-up.</p> <p>2.8.3. Basic lights and sound system with two (2) microphones.</p> <p>2.8.4. Provision of LCD projector and screen.</p> <p>2.8.5. Available stage and podium.</p> <p>2.8.6. Internet connection for unlimited devices.</p> <p>2.8.7. Available plug outlets or provision of extension outlets for laptop charging.</p> <p>2.8.8. Area outside and inside the venue to put up banners and place to set up roll-up vertical banners either at the lobby or at the entrance of the function room and near the stage.</p> <p>3. Services:</p> <p>3.1. Supplier must have at least 10% buffer in all meals to be served without additional cost.</p> <p>3.2. Serving staff should be fully vaccinated.</p> <p>4. Terms of Payment</p> <p>4.1. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>4.2. Payment shall be made only upon 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.</p>				
4	<p>Catering services for Training on the NetMesh Fixed and Mobile Benchmarking Tools - charged to NTC Region CARAGA</p> <p>1. BACKGROUND AND OBJECTIVES:</p> <p>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for PROVISION OF CATERING SERVICES WITH VENUE AND OTHER EVENT AMENITIES for the conduct of the Training on the NetMesh Fixed and Mobile Benchmarking Tools in NTC Region CARAGA, Doongan, Butuan City.</p> <p>2. Minimum Specifications:</p> <p>2.1. One (1) Lot Catering Service with Venue and Event Amenities</p> <p>2.2. Location: Region CARAGA, Upper Doongan, Davao City, Davao Del Sur</p> <p>2.3. No. of Day/s: One (1) day</p>	1	lot	30250.00	30,250.00

2.4. Estimated No. of Pax: 50 pax, actual number of attendees to be provided by end-user at least three (3) days

2.5. Tentative Schedule: November 22, 2022. End-user will confirm the schedule at least three (3) days before the event.

2.6. Meals:

2.6.1 All meals with free-flowing iced tea and coffee.

2.6.2 AM Snacks to be served at @10:00 AM.

2.6.3. Managed buffet lunch, menu for lunch:

2.6.3.1. One (1) soup

2.6.3.2. One (1) pork or chicken

2.6.3.3. One (1) fish

2.6.3.4. One (1) vegetable

2.6.3.5. One (1) dessert

2.6.3.6. Menu choices are to be provided by the vendor and attached to the quotation. DOST-ASTI will select the final menu for the event.

2.7. Event Amenities:

2.7.1. Use of function room from 9:00 AM to 1:00 PM.

2.7.2. Basic function room table and chair set-up.

2.7.3. Basic lights and sound system with two (2) microphones.

2.7.4. Provision of LCD projector and screen.

2.7.5. Available stage and podium.

2.7.6. Internet connection for unlimited devices.

2.7.7. Available plug outlets or provision of extension outlets for laptop charging.

2.7.8. Area outside and inside the venue to put up banners and place to set up roll-up vertical banners either at the lobby or at the entrance of the function room and near the stage.

3. Services

3.1. Supplier must have at least 10% buffer in all meals to be served without additional cost.

3.2. Serving staff should be fully vaccinated.

4. Terms of Payment

4.1. The approved budget for the contract is inclusive of all applicable government taxes and services charges.

4.2. Payment shall be made only upon 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.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 130,250.00

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.