



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

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Aug-04-2025, 2:00 PM		
RFQ No.:	25-07-5347	Date:	July-29-2025
PR No.:	GAA-25-07-21638	Date:	July-16-2025

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.

for
JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Catering services for Training on the Use of Sex-Disaggregated Data 1. OVERVIEW 1.1. The DOST – Advanced Science and Technology Institute (DOST-ASTI) is seeking qualified and experienced service providers for the Supply and Delivery of Catering Services for the Training on the Use of Sex-Disaggregated Data. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes, service charges, and other fees. 1.3. The service provider must comply with all health and safety regulations concerning food handling and delivery. 2. TECHNICAL SPECIFICATIONS 2.1. Venue: DOST-ASTI Bldg., UP Technology Park Complex CP Garcia Ave., UP Campus, Diliman, Quezon City 2.2. Schedule: 2.2.1. Tentative dates: 12-13 August 2025 2.2.2. Number of Days: Two (2) 2.2.3. DOST-ASTI shall notify the service provider at least seven (7) calendar days prior to the final event date.	1	lot	56000.00	56,000.00

2.3. Estimated Number of Attendees

2.3.1. Guaranteed number of pax: Twenty-five (25) persons.

2.3.2. Maximum number of pax: Forty (40) persons.

2.3.3. DOST-ASTI shall confirm the final schedule with the caterer at least seven (7) calendar days before the event.

2.3.4. The caterer shall provide a quotation based on the maximum estimated number of attendees.

2.4. Buffet Menu

2.4.1. Managed Buffet with free-flowing coffee

2.4.2. Menu shall be provided by caterer as attached to the proposal/quotation. DOST-ASTI shall select the final menu for the event and shall be coordinated to the caterer along with the final number of headcounts.

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

2.4.4. Caterer shall serve AM snacks, lunch, and PM snacks.

2.4.4.1. AM Snacks (heavy) - Caterer shall provide two (2) to three (3) options of snacks with one (1) round drinks in menu, preferably sandwiches, burgers, or pasta.

2.4.4.2. Lunch menu shall include Soup; Choice of three (3) viands among chicken, pork, beef, fish, and vegetables; Rice; Dessert;

2.4.4.3. One (1) round of drinks

2.4.4.4. PM Snacks (heavy) - PM Snacks: Caterer shall provide two (2) to three (3) options of snacks with one (1) round drinks in menu, preferably sandwiches, burgers, or pasta.

2.4.5. Dietary Restrictions.

2.4.6. Accommodates special dietary requirements, including but not limited to vegetarian, vegan, pescatarian, etc.

2.4.7. Dietary restricted meals to be plated and served separately.

2.5. Other Terms

2.5.1. Disposable packaging or plates should be clean, new, and environmentally friendly containers, with divisions for soup, meat, rice, vegetables, dessert, etc. Utensils should be durable (do not crack easily).

2.5.2. Serving/delivering personnel should observe proper health protocol standards when entering the DOST-ASTI building.

2.6. Setup Time

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

2.6.1.1. Snacks and lunch should be served at the following schedules:

2.6.1.1.1. AM Snacks – 9:00 AM

2.6.1.1.2. Lunch – 11:30 AM

2.6.1.1.3. PM Snacks – 2:30 PM

3. PAYMENT TERMS

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

3.2. Bill/Invoice must be submitted to DOST-ASTI not later than ten (10) calendar days after the event.

3.3. Payment shall be made only upon

certification/acceptance/by the end-user to the effect that the services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. 3.4. No payment shall be made for services not yet rendered or delivered under this Contract				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):				Php 56,000.00
GUIDELINES				
<p>A. Content and Format of Quotations</p> <ol style="list-style-type: none"> The Quotation/s must include the RFQ Number or the PR Number indicated above Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods: <ol style="list-style-type: none"> Computer and electronic equipment and its accessories or peripherals Software applications, programs, and digital licenses Commercial off-the-shelf electronic devices or components 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. BIR Certificate of Registration for new DOST-ASTI suppliers. <p>B. Eligibility Requirements</p> <p>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):</p> <p><u>For Procurement of Goods</u></p> <ol style="list-style-type: none"> Upon submission of quotation <ol style="list-style-type: none"> Valid PhilGEPS Registration Number / Organization ID Valid Mayor's/Business Permit Upon issuance of Notice of Award (NOA) <ol style="list-style-type: none"> Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00) Income/Business Tax Return (For ABCs above P500,000.00) <p><u>For Procurement of Infrastructure</u></p> <ol style="list-style-type: none"> Upon submission of quotation <ol style="list-style-type: none"> Valid PhilGEPS Registration Number / Organization ID Valid Mayor's/Business Permit Valid PCAB License Upon issuance of NOA <ol style="list-style-type: none"> Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00) Income/Business Tax Return (For ABCs above P500,000.00) <p>*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.</p> <p>**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.</p> <p>***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.</p>				

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.*