



**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>	May-03-2023, 2:00 PM		
<b>RFQ No.:</b>	23-04-4347	<b>Date:</b>	April-28-2023
<b>PR No.:</b>	SAR-AIS-23-04-16606	<b>Date:</b>	April-25-2023

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 the conduct of SARwAIS Artificial Intelligence and Radar Remote Sensing Cluster Training</b></p> <p>1. General Statement</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the provision of one (1) lot of catering services for the conduct of SARwAIS Artificial Intelligence and Radar Remote Sensing Cluster Training in Rizal Technological University-Mandaluyong on 08-11 May 2023.</p> <p>1.2. 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>1.3. The Approved Budget for the Contract is inclusive of government taxes and other applicable charges.</p> <p>2. Minimum Specifications:</p> <p>2.1. Location: Rizal Technological University-Mandaluyong, 704 Boni Ave. cor. Sacrapente St., Mandaluyong City, Metro Manila</p> <p>2.2. Number of Days: Four (4) days</p> <p>2.3. Tentative Dates: 8-11 May 2023</p> <p>2.3.1. DOST-ASTI shall advise the service provider about the final dates three (3) days before the start of service.</p>	1	lot	120000.00	120,000.00

2.4. Estimated Number of Pax: Fifty (50) pax  
 2.4.1. The actual number of attendees will be provided by the end-user at least three (3) days before the event.

2.5. Budget for catering is P600.00 per pax

2.6. Meals:

2.6.1. All meals should be served with free-flowing coffee and water.

2.6.2. Morning snacks are to be served by 10:00 AM every day.

2.6.3. Lunch must be served at 12 noon; menu as follows:

2.6.3.1. Two (2) to three (3) viands (pork, beef, chicken, or fish);

2.6.3.2. Rice; and

2.6.3.3. One (1) dessert.

2.6.4. Afternoon snacks should be served between 3:00 PM to 5:00 PM every day.

3. Services

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

3.2. The setup for the serving of the meals shall be coordinated by DOST-ASTI three (3) days before the start of service and will either be:

3.2.1. Food buffet table with complete dinnerware; or

3.2.2. Packed meals in eco-friendly food packaging materials.

3.3. Catering service staff should be fully vaccinated and comply with the prescribed health protocols inside Rizal Technological University-Mandaluyong premises.

4. Terms of payment

4.1. Send-bill arrangement. Bill/Invoice must be sent to DOST-ASTI within five (5) calendar days upon conclusion of the event.

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.

4.3. Payment shall be made through Landbank's LDDAP-ADA transfer thirty (30) days upon receipt of billing.

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

**Php 120,000.00**

**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.