



**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-23-2022, 2:00 PM		
<b>RFQ No.:</b>	22-09-4017	<b>Date:</b>	September-19-2022
<b>PR No.:</b>	GAA-22-09-14924	<b>Date:</b>	September-15-2022

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><b>Other ICT Trainings/Tech transfer know-how for prospective licensees (FEWS) - food only (20 pax, 4 days)</b> Licensee Training for Flood Early Warning System (FEWS)</p> <p>1. Duration of Training: Four (4) Days 2. Date: October 2022 (8:00 AM, 11:00AM, 2:00 PM), 2.1 Catering Service will be informed seven (7) days or one (1) week before the final schedule of event. 3. Venue: Advanced Science and Technology Institute 4. Estimated number of attendees a. Twenty (20) pax b. Final number of pax shall be confirmed at least (2) days before the actual date. 5. Menu 1.1 Buffet meals with provision of disposable utensils and food packaging/containers with cover 1.1.1 AM snacks (heavy) 1.1.1.1 One (1) choice of pastries/bread/sandwich (big serving) 1.1.1.2 Pasta dish 1.1.1.3 One (1) bottled water (500 ml) 1.1.1.4 One (1) canned or bottled fruit juice drink 1.1.2 Lunch 1.1.2.1 At least two (2) main dishes (choice of:</p>	1	lot	56000.00	56,000.00

	<p>chicken/fish, pork/beef)</p> <p>1.1.2.2 One (1) vegetable dish</p> <p>1.1.2.3 One (1) dessert</p> <p>1.1.2.4 Soup</p> <p>1.1.2.5 One (1) bottled water (500ml)</p> <p>1.1.2.6 One (1) canned or bottled fruit juice drink or soda</p> <p>1.1.2.7 Rice</p> <p>1.1.3 PM snacks (heavy)</p> <p>1.1.3.1 One (1) choice of pastries/bread/sandwich (big serving)</p> <p>1.1.3.2 Pasta/snack dishes</p> <p>1.1.3.3 One (1) bottled water (500 ml)</p> <p>1.1.3.4 One (1) canned or bottled fruit juice drink or soda</p> <p>1.1.4 Must have 10% buffer on meal requirement</p> <p>1.1.5 Menu shall be approved by end-user</p> <p>1.1.6 The cost of the entire meal package should not be more than Php 700.00 per person/day</p> <p>1.1.7 Cost must be inclusive of taxes and service charges</p> <p>1.1.8 Disposable packaging or plates should be clean, new, environment-friendly containers with divisions for soup, meats, rice, vegetables, dessert, and utensils should be durable (does not crack easily).</p> <p>1.1.9 All day water, coffee and tea stations shall be provided with disposable cups and stirrers near the training rooms with adequate tissues from 7:00-5:00 PM</p> <p>1.1.10 Serving/delivering personnel should observe proper health protocol standard when entering ASTI building.</p> <p>1.2 Delivery time</p> <p>1.2.1 Should be delivered to DOST-ASTI at 7:00 AM</p> <p>1.2.2 To serve AM snack at 8:00 AM</p> <p>1.2.3 To serve Lunch at 11:00 AM</p> <p>1.2.4 To serve PM snack at 2:00 PM</p> <p>6. Payment Terms:</p> <p>6.1 Payment shall be on send bill arrangement only, SOA based on actual confirmed number of pax by end-user.</p>				
2	<p><b>Other ICT Trainings/Tech transfer know-how for prospective licensees (WLMS and AWS) - food only (20 pax, 5 days)</b></p> <p>Licensee Training for Automated Weather Station &amp; Water Level Monitoring Station (AWS &amp; WLMS)</p> <p>1. Duration of Training: Five (5) Days</p> <p>2. Date: October 2022 (8:00 AM, 11:00AM, 2:00 PM),</p> <p>2.1 Catering Service will be informed seven (7) days or one (1) week before the final schedule of event.</p> <p>3. Venue: Advanced Science and Technology Institute</p> <p>4. Estimated number of attendees</p> <p>a. Twenty (20) pax</p> <p>b. Final number of pax shall be confirmed at least (2) days before the actual date.</p> <p>5. Menu</p> <p>1.1 Buffet meals with provision of disposable utensils and food packaging/containers with cover</p> <p>1.1.1 AM snacks (heavy)</p> <p>1.1.1.1 One (1) choice of pastries/bread/sandwich (big</p>	1	lot	70000.00	70,000.00

	<p>serving)</p> <p>1.1.1.2 Pasta dish</p> <p>1.1.1.3 One (1) bottled water (500 ml)</p> <p>1.1.1.4 One (1) canned or bottled fruit juice drink</p> <p>1.1.2 Lunch</p> <p>1.1.2.1 At least two (2) main dishes (choice of: chicken/fish, pork/beef)</p> <p>1.1.2.2 One (1) vegetable dish</p> <p>1.1.2.3 One (1) dessert</p> <p>1.1.2.4 Soup</p> <p>1.1.2.5 One (1) bottled water (500ml)</p> <p>1.1.2.6 One (1) canned or bottled fruit juice drink or soda</p> <p>1.1.2.7 Rice</p> <p>1.1.3 PM snacks (heavy)</p> <p>1.1.3.1 One (1) choice of pastries/bread/sandwich (big serving)</p> <p>1.1.3.2 Pasta/snack dishes</p> <p>1.1.3.3 One (1) bottled water (500 ml)</p> <p>1.1.3.4 One (1) canned or bottled fruit juice drink or soda</p> <p>1.1.4 Must have 10% buffer on meal requirement</p> <p>1.1.5 Menu shall be approved by end-user</p> <p>1.1.6 The cost of the entire meal package should not be more than Php 700.00 per person/day</p> <p>1.1.7 Cost must be inclusive of taxes and service charges</p> <p>1.1.8 Disposable packaging or plates should be clean, new, environment-friendly containers with divisions for soup, meats, rice, vegetables, dessert, and utensils should be durable (does not crack easily).</p> <p>1.1.9 All day water, coffee and tea stations shall be provided with disposable cups and stirrers near the training rooms with adequate tissues from 7:00-5:00 PM</p> <p>1.1.10 Serving/delivering personnel should observe proper health protocol standard when entering ASTI building.</p> <p>1.2 Delivery time</p> <p>1.2.1 Should be delivered to DOST-ASTI at 7:00 AM</p> <p>1.2.2 To serve AM snack at 8:00 AM</p> <p>1.2.3 To serve Lunch at 11:00 AM</p> <p>1.2.4 To serve PM snack at 2:00 PM</p> <p>6. Payment Terms:</p> <p>6.1 Payment shall be on send bill arrangement only, SOA based on actual confirmed number of pax by end-user.</p>				
3	<p><b>Other ICT Trainings/Tech transfer know-how for prospective licensees (AI4Mapping) - food only (20 pax, 5 days)</b></p> <p>Licensee Training for AI4mapping</p> <p>1. Duration of Training: Five (5) Days</p> <p>2. Date: October 2022 (8:00 AM, 11:00AM, 2:00 PM),</p> <p>2.1 Catering Service will be informed seven (7) days or one (1) week before the final schedule of event.</p> <p>3. Venue: Advanced Science and Technology Institute</p> <p>4. Estimated number of attendees</p> <p>a. Twenty (20) pax</p> <p>b. Final number of pax shall be confirmed at least (2) days before the actual date.</p>	1	lot	70000.00	70,000.00

5. Menu
    - 1.1 Buffet meals with provision of disposable utensils and food packaging/containers with cover
      - 1.1.1 AM snacks (heavy)
        - 1.1.1.1 One (1) choice of pastries/bread/sandwich (big serving)
        - 1.1.1.2 Pasta dish
        - 1.1.1.3 One (1) bottled water (500 ml)
        - 1.1.1.4 One (1) canned or bottled fruit juice drink
      - 1.1.2 Lunch
        - 1.1.2.1 At least two (2) main dishes (choice of: chicken/fish, pork/beef)
        - 1.1.2.2 One (1) vegetable dish
        - 1.1.2.3 One (1) dessert
        - 1.1.2.4 Soup
        - 1.1.2.5 One (1) bottled water (500ml)
        - 1.1.2.6 One (1) canned or bottled fruit juice drink or soda
        - 1.1.2.7 Rice
      - 1.1.3 PM snacks (heavy)
        - 1.1.3.1 One (1) choice of pastries/bread/sandwich (big serving)
        - 1.1.3.2 Pasta/snack dishes
        - 1.1.3.3 One (1) bottled water (500 ml)
        - 1.1.3.4 One (1) canned or bottled fruit juice drink or soda
    - 1.1.4 Must have 10% buffer on meal requirement
    - 1.1.5 Menu shall be approved by end-user
    - 1.1.6 The cost of the entire meal package should not be more than Php 700.00 per person/day
    - 1.1.7 Cost must be inclusive of taxes and service charges
    - 1.1.8 Disposable packaging or plates should be clean, new, environment-friendly containers with divisions for soup, meats, rice, vegetables, dessert, and utensils should be durable (does not crack easily).
    - 1.1.9 All day water, coffee and tea stations shall be provided with disposable cups and stirrers near the training rooms with adequate tissues from 7:00-5:00 PM
    - 1.1.10 Serving/delivering personnel should observe proper health protocol standard when entering ASTI building.
  - 1.2 Delivery time
    - 1.2.1 Should be delivered to DOST-ASTI at 7:00 AM
    - 1.2.2 To serve AM snack at 8:00 AM
    - 1.2.3 To serve Lunch at 11:00 AM
    - 1.2.4 To serve PM snack at 2:00 PM
6. Payment Terms:
  - 6.1 Payment shall be on send bill arrangement only, SOA based on actual confirmed number of pax by end-user.

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

**Php 196,000.00**

## 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.