



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

DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Aug-06-2024, 2:00 PM		
RFQ No.:	24-08-4941	Date:	August-02-2024
PR No.:	GAA-24-07-19692	Date:	July-30-2024

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>Procurement of Services of Tour Operator and/or Travel/Tour Agency for the Conduct of Site Visit: Performance Excellence Assessment at DOST-Advanced Science and Technology Institute</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. The Advanced Science and Technology Institute (herein referred as to the "Institute") is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours (roundtrip airfare tickets, airport assistance/transfers, vehicle rental, and hotel accommodation) in connection with the conduct of Site Visit for Performance Excellence Assessment at the Institute.</p> <p>1.2. The Institute is responsible for meeting the logistical requirements of five (5) guests (four (4) of whom are members of the Team of Assessors and one (1) is a representative of the Development Academy of the Philippines (DAP), who are traveling from various regions in the country to the Institute's facility).</p> <p>1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. MINIMUM REQUIREMENTS</p>	1	lot	180738.10	180,738.10

- 2.1 A Philippine-based registered Tour Operator/Travel Agency;
- 2.2 Must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- 2.3 Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS);
- 2.4 Must allow flexible rebooking dates for accommodation with no additional charges, if applicable;
- 2.5 Must show the breakdown of expenses on the submitted proposal and the final Statement of Account; and
- 2.6 Willing to provide services on send-bill arrangement.

3 SPECIFICATIONS/SCOPE

- 3.1. Roundtrip Air Travel for two (2) pax from different regions in the Philippines
 - 3.1.1 Arrival: August 18, 2024
 - 3.1.1.1 Biliran Province, Eastern Visayas to hotel accommodation in Quezon City (August 18)
 - 3.1.1.2. Bukidnon Province, Northern Mindanao to hotel accommodation in Quezon City (August 18)
 - 3.1.1.3. Must arrive at 2:00 PM onwards at hotel accommodation in Quezon City
 - 3.1.1.4 Baggage Allowance: Standard/Minimum baggage allowance of airline
 - 3.1.1.5. Restrictions: Refundable, rebookable (subject to applicable fees)
 - 3.1.1.6. Ticket Inclusions: Airport terminal fees, Philippine Travel Tax, government taxes and service fees
 - 3.1.1.7. Exclusions: Pre-seat assignment (if with a fee), meal/s not covered by ticket cost, additional baggage allowance (event coordinator shall inform the supplier should there be requests for additional baggage allowance), insurance
 - 3.1.2 Departure: August 22, 2024
 - 3.1.2.1 Hotel Accommodation of two (2) pax in Quezon City to NAIA (August 22)
 - 3.1.2.2. Must depart at 12:00 NN at hotel accommodation in Quezon City
 - 3.1.2.3 Baggage Allowance: Standard/Minimum baggage allowance of airline
 - 3.1.2.4. Restrictions: Refundable, rebookable (with no additional fees)
 - 3.1.2.5. Ticket Inclusions: Airport terminal fees, Philippine Travel Tax, government taxes and service fees
 - 3.1.2.6. Exclusions: Pre-seat assignment (if with a fee), meal/s not covered by ticket cost, additional baggage allowance (event coordinator shall inform the supplier should there be requests for additional baggage allowance), insurance
- 3.2 Land Transfers and Transportation
 - 3.2.1 Must provide one (1) fully air-conditioned van with 10 to 13 seating capacity that is safe and roadworthy.
 - 3.2.2 Two-way airport transfers for five (5) pax from

Ninoy Aquino International Airport (NAIA) to DAP to hotel accommodation in Quezon City (arrival and departure)

3.2.2.1 From NAIA, transport the (2) passengers to the DAP in Pasig City to pick up the three (3) Metro Manila-based passengers, then proceed to the hotel.

3.2.2.2. From hotel accommodation in Quezon City, transfer the three Metro Manila-based passengers to the DAP in Pasig City (August 21) and the two passengers to NAIA (August 22).

3.2.3. Inclusive of: Driver, driver's meals, fuel, parking, toll fees, driver's fee, etc.

3.2.4. Should provide immediate change of vehicle in case of breakdown, without additional cost.

3.3 Hotel Accommodation (at least with three-star rating)

3.3.1 Guests: Five (5) pax

3.3.2 Provision of single-occupancy hotel accommodation with daily breakfast for five (5) pax

3.3.3 Five (5) Single Occupancy Room

3.3.3.1 Three (3) out of Five (5) Single Occupancy Rooms are for four (4) days and three (3) nights.

3.3.3.2 Two (2) out of Five (5) Single Occupancy Rooms are for five (5) days and four (4) nights.

3.3.3.3 Good standard, i.e., no leaks and unsightly markings in beds/beddings/ceilings, etc.

3.3.3.4 Air-conditioned, quiet, sanitized based on safety and health protocols for COVID-19 and with provision of sanitation kit per guest

3.3.3.5 Breakfast must be included

3.3.3.6 With free and stable Wi-Fi

3.3.3.7 Hotel location is preferably 2-4km from DOST-ASTI

3.3.3.8 Should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within two (2) days before check-in date; and

3.3.3.9 Inclusion of free access to all facilities and amenities within the hotel/resort.

3.4 Outside Meals for five (5) guests

3.4.1 Day 1 (August 18, 2024) – Late Lunch (at least P300/head) and Dinner (at least P300/head) at restaurant nearby the hotel

3.4.2 Day 2 (August 19, 2024) –Dinner (at least P300/head) at restaurant nearby the hotel

3.4.3 Day 3 (August 20, 2024) – Dinner (at least P300/head) at restaurant nearby the hotel

3.4.4 Day 4 (August 21, 2024) –Dinner (at least P300/head) at restaurant nearby the hotel

3.4.5 Day 5 (August 22, 2024) – Early lunch/packed lunch with drinks (at least P300/head) for 2 pax before hotel check-out

3.4.6 Avoid use of plastic utensils

3.5 Must provide at least one (1) coordinator on the field to assist the group for the services availed.

3.5.1 The transportation and other miscellaneous expenses of the coordinator shall be borne by the winning bidder/supplier.

4. OTHER DETAILS

- 4.1 The Institute shall coordinate the final schedule to the Supplier (Travel Agency).
- 4.2 The Institute shall provide the initial confirmed guest/s on or before 12 August 2024 including passport/ID details etc.
- 4.3 Supplier (Travel Agency) should email confirmed booking to event organizer and passenger once e-ticket has been confirmed, including transfer details
- 4.4 Supplier (Travel Agency) must secure/arrange airport transfers of all confirmed guests, including airport assistance, directions/instructions on how participants would be able to locate the contracted transport service, immigration desk, baggage, customs counter etc.
- 4.5 Contracted Transport service by the supplier must arrive at least one (1) hour before the scheduled Airport arrival and hotel departure.

5. PRICE AND PAYMENT

- 5.1 Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages pursuant to the 2016 revised IRR of RA No. 9184.
- 5.2 Final payment shall be based on the actual number of personnel who attended.
- 5.3 In the event of force majeure, DOST-ASTI has the right to terminate the contract when, that occurs due to force majeure, the supplier is unable to deliver or perform any or all of the Goods and Services pursuant to the 2016 revised IRR of RA No. 9184.

6. CONTACT PERSON

- 6.1 Donabel Norei M. Soriano
- 6.2 Address: DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City
- 6.3 Email Address:
donabelnorei.magsino@asti.dost.gov.ph

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 180,738.10

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.