



**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-30-2025, 5:00 PM		
<b>RFQ No.:</b>	25-05-5257	<b>Date:</b>	May-26-2025
<b>PR No.:</b>	GAA-25-05-21153	<b>Date:</b>	May-05-2025

*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.

**JEFFREY A. ABOROT**  
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>Training Services for DOST-ASTI Storytelling and Pitching Workshop</b> 1. BACKGROUND AND OBJECTIVES 1.1. DOST-ASTI seeks a consulting firm to conduct Storytelling and Pitching Workshop aimed at enhancing the communication skills of senior leaders, researchers, and project staff. The workshop will equip participants with storytelling techniques and project pitching strategies to effectively engage stakeholders, potential partners, investors, and clients. 1.2. The workshop shall be conducted in July 2025. 1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.  2. TECHNICAL SPECIFICATIONS 2.1. Conduct a two (2) day face-to-face workshop for a maximum of 25 participants covering the following or equivalent topics: 2.1.1. Understanding the Audience - Identifying key stakeholders and crafting persona-based messaging 2.1.2. Story Development Techniques - Principles of compelling storytelling and structured project narratives 2.1.3. Effective Project Communication - Crafting	1	lot	375000.00	375,000.00

- engaging project stories for diverse audiences
- 2.1.4. Persuasive Communication and Stakeholder Management - Handling Q&A and refining pitches for maximum impact.
- 2.1.5. Any equivalent training/workshop that will enable the ASTI researchers and staff to communicate effectively, engage diverse audiences and present with confidence to drive intended actions from stakeholders.
- 2.2. Tentative Schedule: 15-16 July 2025
- 2.2.1. DOST-ASTI shall confirm the final schedule with the service provider at least seven (7) calendar days before the event.

### 3. DELIVERABLES

- 3.1. The Storytelling and Pitching Workshop will have the following deliverables:
  - 3.1.1. Customized Storytelling and Pitching Framework for Projects
  - 3.1.2. Audience Persona Analysis and Messaging strategy
  - 3.1.3. Enhanced Presentation and Public Speaking Skills
  - 3.1.4. Collective Actionable Feedback on respective project pitches
  - 3.1.5. Persuasive call to action strategies to ensure follow through results

### 4. QUALIFICATION REQUIREMENTS

- 4.1. Organizational Experience and Capability
  - 4.1.1. The consulting firm must have at least five (5) years of experience in conducting training or workshops on storytelling, project pitching, public speaking, or strategic communication.
  - 4.1.2. Must have successfully conducted at least five (5) similar training programs for government agencies, research institutions, universities, or corporate clients in the last three years.
  - 4.1.3. Experience working with scientific, research, or technology-driven organizations is an advantage.
- 4.2. Expertise of Key Resource Persons
  - 4.2.1. The consulting firm must provide a list of key trainers/facilitators with relevant experience including:
    - 4.2.1.a. A lead trainer with at least fifteen (15) years of experience in storytelling, pitching, communication training, or related fields.
    - 4.2.1.b. Trainers/facilitators must have backgrounds in public speaking, corporate training, science communication, or related disciplines.
    - 4.2.1.c. At least one (1) trainer should have experience working with researchers or technical professionals to bridge the gap between complex information and public communication.
- 4.3. Training Approach and Methodology
  - 4.3.1. The consulting firm must submit a proposed training plan, including methodologies, tools, and techniques to be used in conducting the workshop.
  - 4.3.2. The approach should be interactive, engaging, and outcome-driven, incorporating hands-on exercises, group discussions, role-playing, and

<p>constructive feedback mechanisms.</p> <p>3.3. The firm must demonstrate the ability to customize the training based on DOST-ASTI's specific needs and audience.</p> <p>4.4. Compliance with Legal and Financial Requirements</p> <p>4.4.1. Must be a legally registered entity in the Philippines, with valid permits, registration, and other applicable licenses.</p> <p>4.4.2. Must be able to issue official receipts for payments.</p> <p>4.4.3. Must not have any pending or ongoing legal cases that may affect its ability to fulfill contractual obligations.</p> <p>4.5. Additional Requirements</p> <p>4.5.1. The firm must submit a portfolio or case studies highlighting previous training sessions conducted.</p> <p>4.5.2. At least three (3) client references with contact details should be provided for validation of past engagements.</p> <p>4.5.3. Must commit to delivering all required reports, training materials, and documentation as part of the contract deliverables.</p> <p>5. DELIVERY AND PAYMENT TERMS</p> <p>5.1. Payment shall be made only upon certification/acceptance by the End-user that the Goods/Services are rendered or delivered in accordance with the terms of this Contract and have been duly accepted.</p> <p>5.2. The price bid must be inclusive of administrative fees, taxes, other services, and government charges.</p>				
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>				<b>Php 375,000.00</b>
<b>GUIDELINES</b>				
<p><b>A. Content and Format of Quotations</b></p> <ol style="list-style-type: none"> <li><i>The Quotation/s must include the RFQ Number or the PR Number indicated above</i></li> <li><i>Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:</i> <ol style="list-style-type: none"> <li><i>Computer and electronic equipment and its accessories or peripherals</i></li> <li><i>Software applications, programs, and digital licenses</i></li> <li><i>Commercial off-the-shelf electronic devices or components</i></li> </ol> </li> <li><i>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.</i></li> <li><i>BIR Certificate of Registration for new DOST-ASTI suppliers.</i></li> </ol> <p><b>B. Eligibility Requirements</b></p> <p><i>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):</i></p>				

### **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.