



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

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Mar-11-2025, 2:00 PM		
RFQ No.:	25-03-5161	Date:	March-07-2025
PR No.:	GAA-25-02-20736	Date:	February-27-2025

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	TRAINING SERVICES FOR PROCESS-BASED & RISK-BASED INTERNAL AUDIT TRAINING 1. BACKGROUND AND OVERVIEW 1.1. The DOST-ASTI observes the ISO 9001:2015 Standard for its Quality Management System, with the goal of continually improving its processes to be more responsive to the needs of its stakeholders. 1.2. The DOST-ASTI deems it crucial to have a Processed-Based and Risk-Based Internal Audit Training prior to the conduct of its biannual internal audits to support the ASTI Special Order 021-A s. 2022 re: the Reconstitution of the ISO Technical Working Group. The said issuance states that all regular staff and selected contract of service personnel will serve as Internal Quality Auditors of the Agency. The topics for this training aim to equip potential and existing internal quality auditors with all necessary knowledge for QMS auditing, allowing them to generate effective audit findings that will help improve the processes within the Agency. This capacity-building intervention is envisioned to increase the number of the agency employees who are qualified to lead internal audits.	1	lot	135212.00	135,212.00

2. TECHNICAL REQUIREMENTS

2.1. Intended training outcomes

2.1.1 Participants must:

- 2.1.1.1. Gain a refresher knowledge on the ISO 9001:2015 requirements
- 2.1.1.2. Be able to differentiate and appreciate both process- and risk-based internal auditing.
- 2.1.1.3. Understand and apply the process- and risk-based approaches in auditing the QMS based on ISO 9001:2015 Standard.
- 2.1.1.4. Identify and assess risks, ensuring alignment with quality management and control processes.
- 2.1.1.5. Use audit findings to promote continual improvement and mitigate risks.
- 2.1.1.6. Implement a risk-based audit approach by aligning audit objectives with key risks.
- 2.1.1.7. Develop audit plans, assess controls, and provide recommendations for improved risk management.
- 2.1.1.8. Communicate findings and monitor effectiveness to ensure ongoing risk mitigation.

2.2. Qualifications of trainers

- 2.2.1. The trainer/s should be an expert in the field, with at least four (4) years of experience as a trainer or auditor. The training provider must submit a copy of the CV of potential resource person/s upon submission of quotation.

2.3. Other requirements

- 2.3.1. The training provider should be flexible to conduct the training face-to-face at the DOST-ASTI Building, C.P. Garcia Avenue, Diliman, QC.
- 2.3.2. Speaker's transportation arrangement and costs shall be borne by the training provider.
- 2.3.3. If the need arises, as determined by the client, the training provider should be flexible to conduct the training via online means, provided that a written notice is given by the client prior the actual schedule of the activity.
- 2.3.4. To ensure maximum learning experience, lectures and group exercises should be utilized. A pre-test and post-test may be administered.
- 2.3.5. Materials such as handouts should be provided at least one (1) day before the actual conduct of the training. Softcopies are accepted.
- 2.3.6. Training certificates should be provided not later than fourteen (14) working days after the completion of the training.
- 2.3.7. Record of attendees at individual training sessions must be provided by the training provider.

2.4. Training schedule

- 2.4.1. The training is preferred to run in three (3) whole days in the week of 01-04 April 2025. End user shall advise the final schedule to the training provider two (2) weeks before the actual conduct of the training thru a written notice.
- 2.4.2. Schedule is subject to change upon agreement of DOST-ASTI and training provider.

	<p>2.5. Number of participants</p> <p>2.5.1. Training shall be conducted to a minimum of thirty (30) participants.</p> <p>3. PAYMENT TERMS</p> <p>3.1. Training provider is required to reflect the breakdown of costs for Processed-Based and Risk-Based Internal Audit Training in its billing to be submitted to DOST-ASTI.</p> <p>3.2. Payments shall be made only upon a certification by the end-user to the effect that the Services have been rendered or delivered in accordance with the terms of this Contract.</p> <p>3.3. Price is inclusive of taxes and other charges.</p>				
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):					Php 135,212.00
GUIDELINES					
<p>A. Content and Format of Quotations</p> <ol style="list-style-type: none"> <i>The Quotation/s must include the RFQ Number or the PR Number indicated above</i> <i>Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:</i> <ol style="list-style-type: none"> <i>Computer and electronic equipment and its accessories or peripherals</i> <i>Software applications, programs, and digital licenses</i> <i>Commercial off-the-shelf electronic devices or components</i> <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> <i>BIR Certificate of Registration for new DOST-ASTI suppliers.</i> <p>B. Eligibility Requirements</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> <p><u>For Procurement of Goods</u></p> <ol style="list-style-type: none"> <i>Upon submission of quotation</i> <ol style="list-style-type: none"> <i>Valid PhilGEPS Registration Number / Organization ID</i> <i>Valid Mayor's/Business Permit</i> <i>Upon issuance of Notice of Award (NOA)</i> <ol style="list-style-type: none"> <i>Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)</i> <i>Income/Business Tax Return (For ABCs above P500,000.00)</i> <p><u>For Procurement of Infrastructure</u></p> <ol style="list-style-type: none"> <i>Upon submission of quotation</i> <ol style="list-style-type: none"> <i>Valid PhilGEPS Registration Number / Organization ID</i> <i>Valid Mayor's/Business Permit</i> <i>Valid PCAB License</i> <i>Upon issuance of NOA</i> <ol style="list-style-type: none"> <i>Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)</i> <i>Income/Business Tax Return (For ABCs above P500,000.00)</i> 					

**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.*