



**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>	Oct-31-2023, 2:00 PM		
<b>RFQ No.:</b>	23-10-4595	<b>Date:</b>	October-24-2023
<b>PR No.:</b>	GAA-23-10-18081	<b>Date:</b>	October-19-2023

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>Transportation and Setup of DOST-ASTI Exhibit to the 2023 NSTW, Iloilo City, November 2023</b></p> <p>1. Background / Objectives.</p> <p>1.1. Transportation and setup of DOST-ASTI exhibit materials to the 2023 NSTW in Iloilo City.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Scope of Work.</p> <p>2.1.1. Transfer, handling, land freight or ocean freight or air freight delivery of DOST-ASTI exhibit materials that will meet the required delivery dates.</p> <p>2.1.2. Door-to-door delivery inclusive of hauling inside of and from event venue.</p> <p>2.1.3. Provide assistance in setup during ingress and pack up during egress.</p> <p>2.1.4. External Provider is responsible for recovering the exhibit from the venue during event egress.</p> <p>2.1.5. External Provider is to exercise due care and employ applicable measures to prevent damage in handling and transport of the exhibit materials.</p> <p>2.1.6. Inclusive of storage or warehousing, as</p>	1	lot	170000.00	170,000.00

applicable.

2.1.7. Inclusive of transit insurance of up to PHP1M.

## 2.2. Cargo.

2.2.1. Various exhibit material items approx. 7 cbm - 8 cbm maximum.

2.2.2. External Provider may inspect item(s) to be transported.

## 2.3. Service Schedule.

2.3.1. Inclusive dates.

2.3.1.1. Ingress: 21 November 2023.

2.3.1.2. Egress: 26 November 2023.

2.3.2. Estimated Pick Up Date.

2.3.2.1. Approx. 5 calendar days prior to event ingress.

2.3.2.2. Pick Up Date is dependent on completion of procurement process and issuance of Notice of Award (NOA), Purchase Order (PO), and Notice to Proceed (NTP).

2.3.3. Final pick-up, delivery, and return dates subject to approval of DOST-ASTI.

2.3.4. Time of delivery for ingress and recovery during egress to be advised by DOST-ASTI.

2.3.5. Any change in service schedule dates and time due to unforeseen circumstances will be advised by DOST-ASTI and adjusted accordingly.

## 2.4. Service Area.

2.4.1. Origin and Final Return Destination: DOST-ASTI, Diliman, Quezon City.

2.4.2. Delivery Destination: Iloilo Convention Center (ICON), Iloilo City.

2.4.3. Trip Route: DOST-ASTI to Iloilo City to DOST-ASTI.

## 2.5. Personnel.

2.5.1. Driver.

2.5.1.1. Driver with a valid and current Professional Driver's License.

2.5.1.2. Driver must have a working mobile phone or mobile device with a Post-paid or Pre-paid plan, preferably Internet capable with a corresponding data plan, that will enable the Driver to send and receive the following for coordination purposes:

2.5.1.2.1. Voice calls.

2.5.1.2.2. SMS.

2.5.1.2.3. Chat messages through messaging applications.

2.5.2. Helpers.

2.5.2.1. One (1) Helper.

2.5.2.2. Helper(s) shall assist DOST-ASTI staff in setup and breakdown of the exhibit during ingress and egress, respectively.

## 2.6. Delay or Failure in Service Delivery.

2.6.1. In case of delay or failure by the External Provider to deliver and fulfill any requirements as

specified in the contract, and due to the time sensitive nature of the required service, the External Provider agrees that DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, which may include, but not limited to, direct engagement of third-party external provider(s) to fulfill the required service in-part or in-whole, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.

2.7. Other Requirements.

2.7.1. External Provider must attend coordination meetings as set by DOST-ASTI.

2.7.2. External Provider is responsible for equipment safety, electrical safety, mechanical safety, and any related insurance requirements.

2.7.3. External Provider must comply with all venue and event rules and guidelines including venue and event health protocols.

2.7.4. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during service delivery whenever applicable.

2.7.5. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL whenever applicable.

2.7.6. External Provider to provide cost breakdown upon request by DOST-ASTI.

3. Delivery and Payment.

3.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under "Service Schedule" and "Service Area".

3.2. Bid price shall be inclusive of taxes, delivery charges, and all other related fees.

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

**Php 170,000.00**

**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.