



ASTI-FM 03-10
REV 2 / 13 MAR 2019

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

Kind of Procurement Activity:	Negotiated Procurement: Lease of privately Owned Real Property		
Deadline of Submission of Bids:	Sep-02-2019, 2:00 PM		
RFQ No.:	19-08-2672	Date:	August-28-2019
PR No.:	GAA-19-08-8221	Date:	August-01-2019

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the item/s listed below. As such, suppliers, contractors, or distributors are invited to submit their quotation/s duly signed by authorized representative. Prospective bidder/s who will submit a proposal with the single/lowest calculated and responsive quotation shall be selected. Guidelines on the format and eligibility documents are listed at the box below the item/s to be procured.

Quotations may be sent via **a)** electronic mail at bac-sec@asti.dost.gov.ph, **b)** fax message, or **c)** delivering documents to the BAC Secretariat. For further inquiries, you may contact +63 2 249-8500 local 1206/1212 or +63 2 426-7423.

Thank you.

Respectfully,


PEDRITO B. MANGAHAS
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Rent/Lease of venue for 2019 Regional Stakeholders' Meeting Rent/Lease of venue for 2019 Regional Stakeholders' Meeting</p> <p>Dates: September 10 -11, 2019 Location: Zamboanga City (same venue to the RSTW Event of DOST Region IX)</p> <p>1. Availability on September 10, 2019 (Day 1) (from 8am to 12nn) of an air-conditioned Function/Conference Room for at least 50 guests with set of tables and chairs (classroom type of seating arrangement), with secretariat table, projector, projector screen, audio and video equipment, three (3) microphones and stable wifi connection provision of technical assistance to audio/video facilities (included in the package).</p> <p>2. Availability on September 10, 2019 (Day 1) from 1 to 5pm of an airconditioned meeting/conference room for atleast 25 guests with four sets of tables for simultaneous private meetings. With stable wifi connection.</p> <p>3. Availability on September 11, 2019 (Day 2) of air-conditioned Meeting Room for at least 25 guests with set of meeting/conference tables and chairs and</p>	1	lot	115000.00	115,000.00

stable wifi connection.

4. Meals for the attendees

a. Day 1: Controlled/Assisted meal set-up for AM snacks and lunch good for minimum: 50 pax; maximum: 70 pax and PM snacks good for minimum: 15 pax; maximum: 30 pax; with flowing coffee and tea during the meeting session

Day 2: Packed or assisted meal setup for AM snacks and lunch good for minimum: 15 pax; maximum: 30 pax ; with flowing coffee and tea during the meeting session

*Complimentary standby mineral water hot/cold dispenser during the official sessions

*Final number of pax to be advised by DOST-ASTI three days before the actual date

* Payment shall be based on the actual confirmed number of pax by end-user

b. Menu for lunch should include at least viands consisting of 1 meat dish (choices of chicken, beef, pork) plus 1 seafood dish plus 1 vegetable dish plus with 1 dessert, and unlimited choice of beverage (fruit juices/soda/ iced tea)

c. Menu list shall be approved by end-user

5. Airconditioned, quiet and safe accommodation with free fast wifi for the organizers/facilitators: 3 rooms (with 2 single beds) for 4 nights (September 8 - check in day; Sept 12 - check out day) provided with own restrooms per room. Rooms should be of good standard (i.e. no leaks and unsightly markings in beds/ bedding/ ceilings, etc.).

6. Complimentary use of other facilities such as parking, meeting space, etc.

7. Complimentary airport transfer service for the organizers from airport to hotel and vice versa on arrival and departure (regardless of the dates during the RSTW Event from September 8 to 12, 2019).

8. With credit card facility

9. Payment shall be done based on the final statement of account after the event through send bill arrangement.

10. Inclusive of taxes, other charges and fees

11. In the event of force majeure, DOST-ASTI has the right to cancel or pay the services rendered

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 115,000.00

GUIDELINES

A. Submission of Quotations

1. Quotation/s shall include the Request for Quotation and/or the Purchase Request Number as state above;
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation/s; and
3. Quotation/s must be signed by the company's duly authorized representative.

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, as amended by Government Procurement Policy Board Resolution No. 21-2017 dated 30 May 2017, 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

- ✓ PhilGEPS Platinum Membership Certificate including Annex "A". If not available, the following alternate documents may be submitted:
 - PhilGEPS Registration Number
 - Mayor's Permit
 - For individuals/professionals engaged under Section 53.6, 53.7 and 53.9 of the 2016 IRR of RA No. 9184, only the Bureau of Internal Revenue (BIR) Certificate of Registration shall be submitted in lieu of the Mayor's Permit.

2. Upon issuance of Notice of Award (NOA)

- ✓ Omnibus Sworn Statement
 - Applicable only for bidders who have submitted their quotation on item/s with a total Approved Budget for the Contract (ABC) of above Php50,000.00.
- ✓ Income/Business Tax Return
 - Applicable only for: **a)** bidders who have submitted their quotation on item/s with a total ABC of above Php500,000.00; and **b)** bidders for Lease of Real Property and Venue (except for government agencies as lessors).

For Procurement of Infrastructure

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Philippine Contractors Accreditation Board License.

For Procurement of Consulting Services

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Professional Regulation Commission License or Curriculum Vitae.

NOTE: For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;
2. For all kinds of procurement, the bidder who passed the bid evaluation, shall submit a duly notarized Omnibus Sworn Statement upon issuance of NOA, unless otherwise provided;
3. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery; and
5. The DOST-ASTI reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.

