




**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>		Jul-16-2025, 2:00 PM	
<b>RFQ No.:</b>	25-07-5330	<b>Date:</b>	July-14-2025
<b>PR No.:</b>	GAA-25-07-21573	<b>Date:</b>	July-04-2025

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.

Digitally  
signed by  
  
**JEFFREY A. BOROT**  
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>ASTICON 2025 Exhibit Services</b> 1. Background / Objectives. 1.1. Provision of exhibit services for the Advanced Science, Technology, and Innovation Convention (ASTICON) 2025. 1.2. Specifications indicated herein are minimum requirements, unless otherwise stated. 1.3. Offers of equivalent or better specifications are acceptable.  2. Functional / Technical Specifications. 2.1. Event Details. 2.1.1. Event(s). 2.1.1.1. ASTICON 2025.  2.1.2. Service Area/Venue: Novotel Manila, Quezon City.  2.1.3. Service Schedule: 2.1.3.1. DAY 1: 04 August 2025 (Ingress). 2.1.3.2. DAY 2: 05 August 2025 (Event Proper). 2.1.3.3. Default duration of requirements unless otherwise specified.  2.1.4. Ingress / Egress.	1	lot	739200.00	739,200.00

2.1.4.1. Ingress.  
2.1.4.1.1. DAY 1, 12:00 NN.  
2.1.4.2. Egress.  
2.1.4.2.1. DAY 2, 6:00 PM.

2.1.5. Event Hours.  
2.1.5.1. ASTICON 2025 Plenary: DAY 2, 08:00 AM - 05:00 PM.  
2.1.5.2. ASTICON 2025 Exhibit: DAY 2, 08:00 AM - 06:00 PM.

2.2. General.  
2.2.1. Professional exhibit services include, but not limited to, exhibit design, production, rentals, ingress and setup, dismantling and egress, and any other related items and activities.  
2.2.2. Event Floor Plan and Conceptual Designs.  
2.2.2.1. Event floor plan and conceptual designs attached for illustration purposes and as reference.  
2.2.2.2. Final floor plan and conceptual designs to be discussed and approved by DOST-ASTI.

2.3. Delivery, Installation, and Recovery.  
2.3.1. Exhibit materials picked up at DOST-ASTI designated locations.  
2.3.2. Exhibit installed by DAY 1, 8:00 PM at event venue.  
2.3.3. Items for modification, fabrication, refurbishment, and/or repair may be delivered directly to the event venue for ingress and setup.  
2.3.4. External Provider is responsible for recovering the exhibit from the venue during exhibit egress and must be delivered to DOST-ASTI not later than One (1) calendar days from egress date.  
2.3.5. External Provider is to exercise due care and employ applicable measures to prevent damage in handling and transport of the exhibit materials.

2.4. Transportation and Setup.  
2.4.1. Vehicle: Closed truck or van.  
2.4.2. Cargo.  
2.4.2.1. Various exhibit material and related items approximately 6 cbm - 10 cbm.  
2.4.2.2. External Provider may inspect item(s) to be transported.  
2.4.3. Inclusive of all fuel, parking fees, toll fees, and any other related transportation fees and charges.  
2.4.4. External Provider personnel shall assist DOST-ASTI staff in setup and breakdown of the exhibit during ingress and egress, respectively.

2.5. Personnel.  
2.5.1. Supervisor.  
2.5.2. Driver(s).  
2.5.3. Exhibit Installation Personnel.  
2.5.3.1. At least 20 Exhibit Installation Personnel for ingress, setup, dismantling, egress.  
2.5.4. The quantity of personnel as per their specified role are required to be physically present, as applicable, during Contract execution.

2.5.5. Quantities of personnel per role specified are minimum requirements.

2.5.6. During Contract execution additional quantities of personnel per specified role or other additional personnel and role(s) not specified, may be deployed by the winning bidder/contractor, at no extra cost to DOST-ASTI, should the winning bidder/contractor evaluate the need for these additional personnel and/or role(s) to meet the procurement project objectives.

## 2.6. Rentals.

### 2.6.1. Exhibit Centerpiece.

#### 2.6.1.1. LED Cubes.

2.6.1.1.1. LED Cube 0.5m H x 0.5m W x 0.5m L: 6 units.

2.6.1.1.2. LED Cube 0.5m H x 1m W x 1m L: 3 units.

2.6.1.1.3. LED Cube 0.5m H x 1.5m W x 1.5m L: 3 units.

2.6.1.1.4. Inclusive of personnel and computer/laptop/device to operate LED Cubes display.

2.6.1.1.5. Graphics and videos for LED Cubes display provided by DOST-ASTI.

#### 2.6.1.2. LED Cubes Platform.

2.6.1.2.1. LED Cube Platform 0.615m H x 1.75m W x 1.75m L: 1 unit.

2.6.1.2.2. LED Cube Platform 0.74m H x 1.75m W x 1.75m L: 1 unit.

2.6.1.2.3. LED Cube Platform 0.865m H x 1.75m W x 1.75m L: 1 unit.

2.6.1.2.4. Platforms covered by carpet (black or dark gray).

2.6.1.3. Centerpiece Floor Lamps: 3 units.

2.6.1.4. Includes electrical wiring and other accessories.

### 2.6.2. 3D Built-Up Signage.

#### 2.6.2.1. Signages.

2.6.2.1.1. ASTICON 2025: 2 units (Exhibit Centerpiece, Plenary Main Stage).

2.6.2.1.2. ACCORD: 1 unit.

2.6.2.1.3. ASCENT: 1 unit.

2.6.2.1.4. CONNECT: 1 unit.

2.6.2.1.5. THRIVE: 1 unit.

2.6.2.2. 3D Built-Up Signage Text: Each letter approx. 0.5m Height x 0.5 m Depth.

2.6.2.3. 3D Built-Up Signage platform with LED strip light.

2.6.2.4. Includes electrical wiring and other accessories.

2.6.2.5. 3D Built-Up Signage may be modular in design to facilitate transportation, setup, and movement inside the venue (e.g., will fit in elevator, etc.).

### 2.6.3. Ribbon Cutting Setup.

2.6.3.1. Two (2) post ribbon cutting setup with flower arrangement.

2.6.3.2. Ribbon: Approx. 20cm - 30cm width.

2.6.3.3. Event emblem logo at middle of ribbon.

2.6.3.4. Ceremonial scissors.

2.6.4. Carpet.

2.6.4.1. Installation of carpet per event floor plan provided by DOST-ASTI.

2.6.4.1.1. Exhibit frontage carpet.

2.6.4.1.2. Centerpiece carpet.

2.6.4.1.3. Photo Booth carpet.

2.6.4.1.4. Walkway carpet.

2.6.4.2. Carpet dimensions are estimates and may be trimmed during actual installation.

2.6.4.3. Carpet color for approval by DOST-ASTI.

2.6.5. System Panel Tarpaulin Backdrop with Lighting.

2.6.5.1. Production of full color tarpaulin print backdrop.

2.6.5.2. Tarpaulin artwork provided by DOST-ASTI.

2.6.5.3. Backdrop Lighting.

2.6.5.3.1. Spotlight lighting per each meter width of backdrop.

2.6.5.3.2. Inclusive of installation, electrical wiring and fixtures.

2.6.5.4. Dimensions / Quantity.

2.6.5.4.1. One (1) side tarpaulin print backdrop.

2.6.5.4.1.1. 3m W x 2.44m H: 10 sets.

2.6.5.4.1.2. 2m W x 2.44m H: 1 set.

2.6.5.4.2. Two (2) side tarpaulin print backdrop.

2.6.5.4.2.1. 3m W x 2.44m H: 3 sets.

2.6.6. System Panel Tarpaulin Signage.

2.6.6.1. Production of full color tarpaulin print.

2.6.6.2. Tarpaulin artwork provided by DOST-ASTI.

2.6.6.3. Signage Lighting.

2.6.6.3.1. Spotlight lighting per each meter width of signage.

2.6.6.3.2. Inclusive of installation, electrical wiring and fixtures.

2.6.6.4. Dimensions / Quantity.

2.6.6.4.1. One (1) side tarpaulin print signage.

2.6.6.4.2. 1m W x 2.44m H: 4 sets.

2.6.7. Furniture and Fixtures.

2.6.7.1. Round Meeting Table (3-4 person capacity): 2 units:

2.6.7.2. Trash Bin: 20 units.

2.6.7.3. Stanchions: 25 units.

2.6.8. Electrical Outlets.

2.6.8.1. 3-pin socket, 2-gang, inclusive of installation, wiring, and other related items.

2.6.8.2. Inclusive of Circuit Breaker (20 Amp Single Phase) and Electrical Connection Fee, as applicable.

2.6.8.3. Quantity.

2.6.8.3.1. Exhibit: 18 sets.

2.6.8.3.2. Lightbox: 1 set.

2.6.8.3.3. Secretariat / Registration: 8 sets.

2.6.8.3.4. Production Room: 8 sets.

## 2.7. Lightbox Panel.

2.7.1. Production and installation of replacement Lightbox panaflex color panel.

2.7.2. Lightbox panel concept / design to be provided by DOST-ASTI.

2.7.3. Dimensions / Quantity.

2.7.3.1. 0.9m H x 1.8m W: 1 set.

## 2.8. Layout Design and Artwork.

2.8.1. Unless otherwise specified, inclusive of layout design and artwork for backdrops, signages, and panels, as applicable.

2.8.2. Artwork files to be turned over to DOST-ASTI.

## 2.9. Items to be provided by DOST-ASTI.

2.9.1. Relevant materials such as logos, images, videos, text/copy, etc.

## 2.10. Venue Accreditation.

2.10.1. It is the sole responsibility of the External Provider that they are accredited by the event venue, if such venue requires accreditation, at the time of submission of their proposal.

2.10.2. External Provider is to submit proof of accreditation, if so required by the venue, either with their bid or upon request by DOST-ASTI.

## 2.11. Other Requirements

2.11.1. External Provider will provide conceptual and schematic drawings and plans.

2.11.2. External Provider to attend coordination meetings as set by DOST-ASTI.

2.11.3. Ocular inspection is recommended. Please coordinate with event venue for site survey schedule.

2.11.4. External Provider to coordinate with event venue for all necessary permits and required documents.

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

2.11.6. External Provider must follow venue health protocols and other related guidelines.

2.11.7. External Provider must comply with all venue rules and guidelines.

2.11.8. External Provider cost includes delivery and pick-up of equipment with crew to the venue.

2.11.9. External Provider personnel must be present to assist with the equipment during the duration of each day's event program.

2.11.10. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.11.11. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.11.12. External Provider must comply with restrictions regarding food and drinks inside event venue.

2.11.13. In case certain items will not be required External Provider agrees to replace or substitute these with items of similar value.

### 3. Change Order or Amendment.

Any change order or amendment shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.

### 4. Indemnification.

4.1. External Provider agrees to and shall indemnify, and keep indemnified, DOST-ASTI from all claims for any loss of, or damage to the property of, or personal injury to, third parties resulting from or incidental to the hauling and transportation of equipment, materials and other related items by the External Provider.

4.2. External Provider agrees that it shall be solely responsible for all conduct of its personnel in the Service Area/Venue origin and destination including but not limited to the movement, placing, and removal of equipment, materials and other related items to be hauled and/or transported.

4.3. Any loss or damage whatsoever to the equipment, materials and other related items entrusted by DOST-ASTI to the External Provider shall be for the sole account of the External Provider, which shall immediately, without need for demand, indemnify DOST-ASTI for the loss or damage within fifteen (15) calendar days.

4.4. Any damage whatsoever to the Service Area/Venue origin and destination property shall be borne by the External Provider, which shall immediately, without need for demand, indemnify the property owner, or its assignee, for the damage within fifteen (15) calendar days.

### 5. Delay or Failure in Service Delivery.

In case of delay or failure by the External Provider to deliver or fulfill any requirements as specified in the contract, and due to the time sensitive nature of the required service, the External Provider expressly agrees that DOST-ASTI, and at DOST-ASTI's sole discretion, may proceed to take such remedial actions as it deems 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 contracted External Provider's risk and expense, and where such expense ensuing from the remedial action taken may exceed the Awarded Contract Price, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.

### 6. Bid Submission and Documentary Requirements.

6.1. The following documents shall be submitted for bid evaluation purposes:

6.1.1. Properly accomplished bid posting document, i.e., Request for Quotation (RFQ), containing:

6.1.1.1. Bid price inclusive of VAT, taxes, delivery charges, and all other related fees.

<p>6.1.1.2. Name, title, and signature of authorized representative.</p> <p>6.1.1.3. Company name.</p> <p>6.2. Submitted bid price over and above the Approved Budget for the Contract (ABC) shall be evaluated as non-responsive/failed bid.</p> <p>6.3. Submission of any and all other documentary requirements required and as specified by current government rules and regulations for the applicable mode of procurement.</p> <p>7. Inspection and Reports.</p> <p>7.1. External Provider to designate and shall make available authorized personnel that shall liaise and coordinate with DOST-ASTI with respect to, but not limited to, on-site inspection of compliance to the specifications and requirements of deliverables.</p> <p>7.2. External Provider to submit a terminal report, on or before Seven (7) calendar days after the conclusion of the event, on the provision of services for the conduct of the event(s) and related activities, said terminal report containing items such as, but not limited to:</p> <p>7.2.1. Summary of deliverables and status.</p> <p>7.2.2. Proof or evidence, such as, but not limited to, screenshots or photos, of submission of all delivered items.</p> <p>7.3. External Provider to submit detailed breakdown of related and/or relevant costs upon request by DOST-ASTI.</p> <p>8. Delivery and Payment.</p> <p>8.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under:</p> <p>8.1.1. Event Details.</p> <p>8.1.2. Delivery, Installation, and Recovery.</p> <p>8.1.3. Post-event deliverables, such as, but not limited to, delivery of reports, and other deliverables.</p> <p>8.1.4. Should the delivery date deadline fall on a non-working day, such as a weekend, non-working holiday, or work suspension, then the delivery date deadline shall be adjusted to the following working day.</p> <p>8.2. Deductions.</p> <p>8.2.1. Deductions to final billing and payment as specified under, and/or related to, the following, if any and as applicable:</p> <p>8.2.1.1. Undelivered items as determined during inspection.</p> <p>8.3. Bid/contract price shall be inclusive of VAT, taxes, delivery charges, and all other related fees.</p> <p>8.4. Payment Terms: Prescribed government terms.</p>				
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>				<b>Php 739,200.00</b>

## 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.