




**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>	25-07-5331	<b>Date:</b>	July-14-2025
<b>PR No.:</b>	GAA-25-07-21572	<b>Date:</b>	November-30--0001

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 and DOST-ASTI Service Award Live Event Production Services</b> 1. Background / Objectives. 1.1. Provision of live event production services for the Advanced Science, Technology, and Innovation Convention (ASTICON) 2025, and the DOST-ASTI Service Award. 1.2. Specific requirements are stipulated in the attached ASTICON 2025 and DOST-ASTI Service Award Terms of Reference (TOR), said TOR shall be integral to the specifications and requirements. Should any conflict arise between the specifications and requirements contained herein and the TOR, the provisions stipulated in said TOR shall prevail. 1.3. Specifications indicated herein are minimum requirements, unless otherwise stated. 1.4. 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. 2.1.1.2. DOST-ASTI Service Award.	1	lot	660000.00	660,000.00

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.

2.1.4.1. Ingress.

2.1.4.1.1. DAY 1, 12:00 NN - onwards to DAY 2.

2.1.4.1.2. Basic equipment for Plenary session ready for technical rehearsals by DAY 1, 04:00 PM.

2.1.4.2. Egress.

2.1.4.2.1. All equipment dismantled and egressed on or before DAY 2, 11:00 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.

2.1.5.3. DOST-ASTI Service Award: DAY 2, 07:00 PM - 11:00 PM.

2.2. General.

2.2.1. Professional services for live event production, multi-camera videography (stationary and roving), still photography (stationary and roving), and on-site post-production editing of video coverage footage of the event(s) and related activities.

2.2.2. Provision of related production, video, photo, lighting, audio and other related production equipment and production personnel.

2.3. Personnel and Equipment.

2.3.1. Refer to the TOR for the detailed personnel and equipment specifications and requirements as enumerated in the:

2.3.1.1. Personnel Schedule.

2.3.1.2. Equipment Schedule.

2.3.2. Personnel list shall be submitted upon request by DOST-ASTI.

2.3.3. All video cameras and still photography cameras must be set or synchronized to the same date and time at the beginning of each event day, as file names will be generated from the camera internal creation date and time metadata.

2.3.4. All multi-camera video footage and program video synchronized via timecode, and related audio tracks synchronized to their corresponding video footage accordingly.

2.4. Live Event Production.

2.4.1. Planning, preparation, conduct and management of broadcast quality live event production as per Event Details.

2.5. Video Production.

2.5.1. Main stage center LED screen to be provided by the event venue.

2.5.2. Multi-camera videography - Minimum three-camera static setup.

2.5.3. Video Recording System.

2.5.3.1. Record input sources going to production video switchers.

2.5.3.2. Record video and audio Program Out coming from production video switchers.

2.5.3.3. Multi-channel video recording system.

2.5.3.4. Video recordings will be used in on-site video editing.

2.5.4. Roving Video Documentation.

2.5.5. Time-lapse Videography.

2.5.5.1. Time-lapse videography of the event setup during DAY 1 ingress, specifically setup of the exhibit, for inclusion in the video(s) that will be shown during event proper.

2.6. Still Photography.

2.6.1. Capture and document key events per event program schedule.

2.6.2. Digital photos shot in RAW format.

2.6.3. Supplementary Behind-the-Scenes (BTS) video.

2.6.4. Roving photo coverage according to DOST-ASTI provided shot list.

2.7. On-Site Video Editing.

2.7.1. DOST-ASTI Producers / Directors / Writers will supervise video editors.

2.7.2. Event Activities Edit.

2.7.2.1. On-site editing of footage and material.

2.7.2.2. Videos edited and rendered as instructed and directed by DOST-ASTI, which will then be published / posted on DOST-ASTI's media platforms.

2.7.2.3. Edit Versions.

2.7.2.3.1. Individual speakers and session program segments, e.g. panel discussion, Q&A, ceremonial signing, etc.

2.7.2.3.1.1. Program segments.

2.7.2.3.1.2. Entire program.

2.7.2.3.1.3. Session/segment highlights.

2.7.2.3.2. Exhibit interviews.

2.7.2.3.3. Reels / Shorts.

2.7.3. Same Day Edit (SDE) Highlights Video.

2.7.3.1. Edit material from roving videographers and photographers.

2.7.3.2. Edit Versions.

2.7.3.2.1. Day 2 SDE.

2.7.3.2.2. Reels / Shorts.

2.7.3.3. Inclusive of at least one (1) music soundtrack.

2.7.4. Inclusive of any other licensed non-royalty material such as, but not limited to, music and other Intellectual Property needed for the production.

2.8. Delivery of Photo, Video and Production Materials.

2.8.1. Video.

2.8.1.1. Isolated (ISO) recording of each video camera (static and roving).

2.8.1.2. Video and audio Program Out recording of each AM/PM track/session.

2.8.1.3. Video Format.

2.8.1.3.1. Format: 1080p Full HD.

2.8.1.3.2. Aspect Ratio: 16:9.

2.8.1.3.3. Vertical aspect ratio for videos published on social media platforms, as applicable.

2.8.2. Photo.

2.8.2.1. Full resolution DNG and PNG files.

2.8.3. Video Edit Project Production Files.

2.8.3.1. Video edit project production files submitted in DaVinci Resolve format to conform with DOST-ASTI's internal production processes, and to enable DOST-ASTI to perform future edits of event's video projects.

2.8.3.1.1. Project archive.

2.8.3.1.2. Project timelines / sequences.

2.8.4. Third-Party Intellectual Property Materials and Licenses.

2.8.4.1. Copy of Third-Party materials and items used in the production, and their corresponding licenses, see Intellectual Property.

2.8.5. One (1) set copy of photo, video, and related production files delivered in portable SSD(s).

2.8.5.1. Submission on or before Seven (7) calendar days after the event.

2.8.5.2. Acceptance of photo, video and production materials subject to:

2.8.5.2.1. Verification of files.

2.8.5.2.2. Adherence to DOST-ASTI prescribed file organization and filename convention, as well as metadata encoding.

2.9. Photo Booth.

2.9.1. Duration / Schedule: DAY 2, 8:00 AM - 11:00 PM.

2.9.2. Photo Booth may close earlier upon advise of DOST-ASTI should the day's event/program finish early and guests have left.

3. Intellectual Property.

3.1. All captured and produced material, and their inherent Intellectual Property (IP) rights, shall become the sole property of DOST-ASTI.

3.2. Any third-party IP such as, but not limited to, music, fonts, sound effects (SFX), visual effects (VFX), and the like, used by the external provider/supplier in producing the required event materials and deliverables shall:

3.2.1. Not infringe on any external or third-party rights.

3.2.2. Be properly licensed royalty-free by the external provider/supplier, and a copy of said license included as a deliverable to DOST-ASTI.

3.2.3. Be included in the overall cost of the production project.

3.2.4. Adhere to applicable statutes and laws governing IP.

3.3. The external provider/supplier expressly agrees to indemnify DOST-ASTI from any third-party IP infringement claim resulting from the external provider/supplier non-adherence to provisions herein regarding IP.

#### 4. Meals.

4.1. Due to event venue food restrictions, and the need for production personnel to closely attend to their duties and monitor equipment, as well as respond immediately to any incident, and minimize any delay or disruption to pre-event program preparation and to the flow of the live event program production, crew meals will be allocated and provided by DOST-ASTI to a maximum of Forty (40) on-site contracted production personnel for each respective meal as indicated in Meal Schedule in relation to production activities such as, but not limited to:

4.1.1. On-site technical rehearsals.

4.1.2. On-site production meetings.

4.1.3. Event live production.

#### 4.2. Meal Schedule.

##### 4.2.1. Day 2.

4.2.1.1. Lunch.

4.2.1.2. Dinner.

4.3. External Provider to submit to DOST-ASTI the final number of on-site production personnel that will avail of the crew meal for each respective meal as indicated in Meal Schedule, each not to exceed the specified maximum respectively, Ten (10) calendar days on or before DAY 1 for the purpose of DOST-ASTI finalizing meal arrangements with the event venue.

4.4. External Provider to submit to DOST-ASTI an attendance sheet with the signature of each production personnel certifying who availed of the crew meal for each meal schedule on or before the end of each event day.

4.5. Signed crew meal attendance sheet to be submitted in both hard copy and electronic scan copy, and included as well in any post-event report.

4.6. Should the number of each signed crew meal attendance sheet be less than the submitted final number of production personnel for the corresponding meal as indicated in Meal Schedule, said meal(s) allocated and paid for by DOST-ASTI to the event venue, then the External Provider shall be charged, and DOST-ASTI reimbursed, for the difference, said charge of each crew meal and the total to be calculated and determined by DOST-ASTI based on and supported by the final billing statement by the event venue, and the total meal reimbursement charges shall be deducted from the final billing and payment.

Related to the above, it is the responsibility of the External Provider, as it sees fit and for its own reference, to inquire with the event venue as to the cost estimate of said meals.

#### 5. Other Requirements.

5.1. External Provider and/or Director/Technical Director must attend coordination meetings as set by DOST-ASTI.

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

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

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

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

5.6. External Provider personnel must wear their company uniform and ID always during event proper.

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

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

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

5.10. External Provider personnel will turn over A/V equipment controls and assist program/event personnel when so directed by DOST-ASTI.

5.11. In case certain items will not be required supplier agrees to replace or substitute these with items of similar value, or deduct cost from final billing/invoice.

#### 6. 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.

#### 7. Indemnification.

7.1. 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.

7.2. 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.

7.3. 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.

7.4. 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.

#### 8. 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.

#### 9. Bid Submission and Documentary Requirements.

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

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

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

9.1.1.2. Name, Title, and signature of authorized representative.

9.1.1.3. Company name.

9.1.2. Properly accomplished / filled out Personnel Schedule.

9.1.2.1. Attach all documentary requirements marked as REQUIRED in the Personnel Schedule.

9.1.3. Properly accomplished / filled out Equipment Schedule.

9.2. Electronic copies of the Personnel Schedule and the Equipment Schedule may be requested from the DOST-ASTI BAC Secretariat / Procurement Management Section bac-sec@asti.dost.gov.ph.

9.3. Submitted bid price over and above the Approved Budget for the Contract (ABC) shall be evaluated as non-responsive/failed bid.

9.4. Submission of any and all other documentary requirements required and as specified by current government rules and regulations for the applicable mode of procurement.

#### 10. Inspection and Reports.

10.1. External Provider to designate and shall make available authorized personnel that shall liaise and coordinate with DOST-ASTI with respect to, but not

<p>limited to, on-site inspection of compliance to the specifications and requirements of deliverables.</p> <p>10.2. 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>10.2.1. Summary of deliverables and status.</p> <p>10.2.2. Proof or evidence, such as, but not limited to, screenshots or photos, of submission of all delivered items.</p> <p>10.3. External Provider to submit detailed breakdown of related and/or relevant costs upon request by DOST-ASTI.</p> <p>11. Delivery and Payment.</p> <p>11.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under:</p> <p>11.1.1. Event Details.</p> <p>11.1.2. Post-event deliverables, such as, but not limited to, delivery of photo, video and production materials, reports, and other deliverables.</p> <p>11.1.3. 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>11.2. Deductions.</p> <p>11.2.1. Deductions to final billing and payment as specified under, and/or related to, the following, if any, and as applicable:</p> <p>11.2.1.1. Reimbursement charges related to meals.</p> <p>11.2.1.2. Undelivered items as determined during inspection.</p> <p>11.3. Bid/contract price shall be inclusive of VAT, taxes, delivery charges, and all other related fees.</p> <p>11.4. Payment Terms: Prescribed government terms.</p>				
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>				<b>Php 660,000.00</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>				



## **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.*