



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:	Nov-04-2024, 2:00 PM		
RFQ No.:	24-10-5056	Date:	October-28-2024
PR No.:	ROAMER-24-10-20168	Date:	October-18-2024

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>LEASE/RENTAL OF VENUE FOR ASIMOV PROGRAM-WIDE CONGRESS WITH CATERING SERVICES</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the One (1) lot of lease/rental of venue with catering services and room accommodations for the ASIMOV Program-Wide Congress.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. DATES AND PLACE OF EVENT</p> <p>2.1.1. Final Schedule of Event: November 12, 2024</p> <p>2.1.2. Place: One of the hotels within Davao City</p> <p>2.1.2.1. The preferred location should be accessible by all types of vehicles and enough parking spaces with security measures.</p> <p>2.2. FUNCTION HALL REQUIREMENTS</p> <p>2.2.1. Usage: 12-hour usage with ingress on November 11, 2024</p> <p>2.2.1.1. Ingress time shall be on or before 7:00PM</p>	1	lot	185000.00	185,000.00

2.2.2. Spacious hall in conference type arrangement of round tables and chairs

2.2.3. Must have a setup of at least two (2) big tables and four (4) chairs for secretariat section

2.2.4. Must have a setup of LCD projector with white screen on the stage

2.2.5. Must have a good quality and functional audio/video system with at least two (2) wireless microphones

2.2.6. Other requirements:

2.2.6.1. Sufficient power outlets

2.2.6.2. Extension cords

2.2.6.3. Fast and stable internet connection during the program

2.2.6.4. Available parking spaces for at least three (3) vehicles

2.3. MEAL REQUIREMENTS

2.3.1. November 12, 2024 – AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner and Flowing Coffee.

2.3.2. Each meal must be good for fifty (50) pax with ten percent (10%) buffer.

2.3.3. Each meal must be served with an assisted service buffet setup.

2.3.4. Menu for Lunch and Dinner must include the following:

2.3.4.1. Three (3) main courses (choices of chicken, pork and fish)

2.3.4.2. White Rice

2.3.4.3. Vegetable

2.3.4.4. Soup and Salad

2.3.4.5. Desserts

2.3.4.6. One round of drink

2.3.5. Menu for AM Snacks and PM Snacks must have but not limited to sandwiches, pasta with bread/pastries with drink.

2.3.6. Ready take-out boxes/containers of the meals served for guests/speakers/VIPs, who needs to immediately leave the venue due to urgent official business.

2.4. ROOM ACCOMMODATION REQUIREMENTS

2.4.1. Room requirements for one (1) night usage only on November 11, 2024:

2.4.1.1. Five (5) units of Triple Room with separate beds

2.4.1.2. Three (3) units of Twin Room with separate beds

2.4.2. Room requirements for two (2) nights usage on November 11-12, 2024:

2.4.2.1. One (1) unit of Single Room

2.4.3. Room requirements for four (4) nights usage on November 11-12 & 14-15, 2024:

2.4.3.1. One (1) unit of Twin Room with separate beds

2.4.3.2. One (1) unit of Single Room

2.4.4. Other requirements:

2.4.4.1. Guest per room accommodation shall be entitled to a complimentary breakfast

2.4.4.2. Each room must be with complete amenities, air-conditioned, quiet, sanitized based on pandemic protocols, safe, and with sanitation kit per

guest

2.4.4.3. Each room must be with free and stable internet connection

3. DELIVERY AND PAYMENT TERMS

3.1. Certificate of Funds Availability shall be issued by DOST-ASTI in lieu of deposit. Full payment shall be made based on the final statement of account after the event through send bill arrangement.

3.2. Bill/Statement of Account to be provided to DOST-ASTI on or before completion of the event and must reflect the breakdown of charges for the following:

3.2.1. Function hall cost with equipment;

3.2.2. Food and drinks for conference meeting package; and

3.2.3. Room accommodation for VIPs, Guests and other attendees.

3.3. Payment shall be based on the actual number of people and usage. No payment shall be made for goods and services not delivered/utilized under this contract.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 185,000.00

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.