



**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-08-2023, 2:00 PM		
RFQ No.:	23-10-4605	Date:	November-03-2023
PR No.:	INNOVATE-23-10-18070	Date:	October-18-2023

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>LEASE RENTAL WITH CATERING SERVICES FOR THE CONDUCT OF 3RD JOINT STAKEHOLDERS' MEETING OF PREGINET AND COARE</p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Lease Rental with Catering Services for the conduct of 3rd Joint Stakeholders' Meeting of PREGINET and COARE.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>2. Specifications</p> <p>2.1. Place</p> <p>2.1.1. Within 30km radius from Manila International Airport</p> <p>2.1.2. Within Paranaque, Pasay, and Muntinlupa, Metro Manila</p> <p>2.2. Date:</p> <p>2.2.1. December 13, 2023</p> <p>2.3. Function Hall / Conference Room / Meeting Room requirements</p> <p>2.3.1. Room must be fully air-conditioned</p> <p>2.3.2. Preferably, there should be no pillars in the middle of the room</p>	1	lot	659560.35	659,560.35

- 2.3.3. Preferably with high ceilings
- 2.3.4. With one (1) elevated speaker platform / stage
- 2.3.5. Duration Whole Day Session: 8AM – 5PM
- 2.3.5.1. Function room can accommodate a maximum of 150 pax
- 2.3.5.2. With tables and chairs, seating arrangement as provided by the End-User (upon issuance of NTP).
- 2.3.6. With space outside the function hall/conference room for standees and secretariat table. Set-up as provided by the End-user (upon issuance of NTP).
- 2.3.7. With adequate power source
- 2.3.8. With available equipment and platforms, as follows:
 - 2.3.8.1. LCD Projector or Led Wall (highly preferred)
 - 2.3.8.1.1. LCD Projector: minimum of 11,000 lumens, preferably ceiling mounted
 - 2.3.8.1.2. Led Wall: With minimum dimension of 3m x 5m
 - 2.3.8.1.3. Usage from 8AM – 5PM
 - 2.3.8.2. Light and Audio Equipment
 - 2.3.8.2.1. Basic Sound system
 - 2.3.8.2.2. Lighting system bright enough for reading
 - 2.3.8.2.3. Usage from 8AM – 5PM
 - 2.3.8.3. At least two (2) microphones.
 - 2.3.8.3.1. Usage from Whole Day Session
 - 2.3.8.3.2. Provision of additional five (5) microphones upon request of End-user
 - 2.3.8.4. Extension wires for charging of laptops of organizers and attendees
 - 2.3.8.5. Podium
 - 2.3.8.6. Whiteboard or flipchart with markers
 - 2.3.8.7. A dedicated internet connection up to 100mbps for the planned videoconference and streaming sessions.
 - 2.3.8.7.1. Usage from 8AM – 5PM
 - 2.3.8.7.2. Provision of additional charges for electricity and higher bandwidth of internet connectivity.
- 2.4. Small Meeting Room Requirement:
 - 2.4.1. Number of Rooms: Two (2)
 - 2.4.2. Room must be fully air-conditioned
 - 2.4.3. With tables and chairs as reflected on the arrangement provided by the end-user (upon issuance of NTP).
 - 2.4.4. One room shall be used as a secretariat holding room
 - 2.4.4.1. Can be used for holding area starting December 12 at 5:00 PM (subject for confirmation from end-user)
 - 2.4.4.2. Can be used by the end-users by December 13 from 8AM -5PM
 - 2.4.5. One room shall be used as a meeting room
 - 2.4.5.1. Can accommodate up to 35 pax
 - 2.4.5.2. Round-table set-up / classroom set-up
 - 2.4.5.3. December 13: 8AM – 5PM
 - 2.4.5.4. With available equipment and platforms, as follows:
 - 2.4.5.4.1. Projector
 - 2.4.5.4.2. Projector screen or LED Wall
 - 2.4.5.4.3. Basic Audio and video equipment
 - 2.4.5.4.4. Extension wires for charging of laptops of organizers and attendees

- 2.4.5.4.5. Podium
- 2.4.5.4.6. Whiteboard or flipchart with markers
- 2.5. Meal requirements
 - 2.5.1. Whole Day Session
 - 2.5.1.1. Meals should be served during AM / PM snacks and buffet lunch, based on the preference of End-User (upon issuance of NTP).
 - 2.5.1.2. A maximum of 120 - 150 pax for AM / PM snacks and buffet lunch with a guarantee of 100 pax with 10% buffer. Final number of pax to be confirmed five (5) working days prior to the event.
 - 2.5.1.3. Lunch must be served with assisted service buffet set-up
 - 2.5.1.4. Menu for buffet lunch shall include the following:
 - 2.5.1.4.1. Two (2) main courses: choices of chicken, pork, or fish
 - 2.5.1.4.2. White / Plain rice
 - 2.5.1.4.3. Vegetable
 - 2.5.1.4.4. Soup and salad
 - 2.5.1.4.5. Desserts or Fruits
 - 2.5.1.4.6. Fruit Juice/Soda/Iced tea (1 round) or served to the guests' table
 - 2.5.1.4.7. Also includes the possibility of 20 plated meals (from the total number of pax) for VIPs, subject for confirmation from end-user
 - 2.5.1.5. Menu for AM / PM Snacks shall include the following:
 - 2.5.1.5.1. Heavy snacks with drinks
 - 2.5.1.5.1.1. Choice of pasta or sandwich
 - 2.5.1.5.1.2. Must be plated
 - 2.5.1.6. With overflowing coffee or tea during all the meeting sessions
 - 2.5.2. Menu list shall be approved by end-user
 - 2.5.3. Complimentary standby mineral water dispenser (hot and cold) inside the conference/meeting rooms.
- 2.6. Other Requirements for the Sessions (As Applicable)
 - 2.6.1. Function Hall/Conference Room/Meeting Room
 - 2.6.1.1. Function Hall/Conference Room/Meeting Room should have complimentary use of other facilities such as parking, holding room/waiting room for arriving VIPs.
 - 2.6.1.2. The meeting/conference package shall include event and directional signages in the venue (electronic or printed), complimentary tabletop name plates for VIPs, special guests, and speakers (if available), pen/pencils and paper for note taking purposes of guests and secretariat, and other necessary services such as assistance to guests and organizers, doctor on call and transportation services.
 - 2.6.1.3. With Philippine Flag
 - 2.6.1.4. Provision of communication set for the program coordinators
 - 2.6.1.5. Must have an assigned Technical Support to assist during the event
 - 2.6.1.6. Must have a dedicated events coordinator/manager for any meal requirement concerns
 - 2.6.1.7. Ingress

- 2.6.1.7.1. Preferably earliest ingress is December 12, 5:00 PM
- 2.6.1.7.2. Latest ingress: December 13, 05:00 AM onwards
- 2.6.1.7.2.1. For late ingress conditions, staging and holding area for equipment and supplies should be provided by December 12, 7:00 PM
- 2.6.1.7.2.2. Must provide industrial fans or evaporative air coolers (if aircon will be switched off during ingress)
- 2.6.1.8. Egress
- 2.6.1.8.1. December 13, 2023, 5:00PM
- 2.6.1.8.2. Must provide housekeeping and security
- 2.7. Room Accommodation for the Secretariat / Organizers
- 2.7.1. Modest room accommodation with a view
- 2.7.2. Maximum of eight (8) rooms, good for one (1) night, with minimum of two (2) beds.
- 2.7.3. Air-conditioned, quiet, sanitized based on safety and health protocols for COVID-19 and with provision of sanitation kit per guest.
- 2.7.4. Rooms must be air-conditioned with standard amenities such as safety deposit box, mineral bottles, closet, clean toilet and bathroom, beddings, towels and toiletries (tissue, shampoo, conditioner and soap);
- 2.7.5. Good standard, i.e., no leaks and unsightly markings in beds/beddings/ceilings, etc.
- 2.7.6. With free and stable Wi-Fi
- 2.7.7. With complimentary breakfast
- 2.7.8. With own restroom per room with hot and cold shower water supply
- 2.7.9. With access to all hotel facilities
- 2.7.10. Other Requirements:
 - 2.7.10.1. Hotel must provide special rates for Single, Twin & Triple sharing type of accommodation, inclusive of all government taxes and fees
 - 2.7.10.2. Provision for hotel-airport-hotel transfers for speakers & guests
- 3. Payment and Delivery Terms
- 3.1. The winning bidder must have a provision for a Send Bill Arrangement wherein payment shall be made after the conclusion of the event and upon receipt and approval of the Institute of the following documents from the winning bidder/service provider:
 - 3.1.1. Final Billing Invoice
 - 3.1.2. Event Order acknowledged by end-user
 - 3.1.3. Summary of meals served (menu with number of pax served)
 - 3.1.4. Room accommodation list (room pairing list with signature of guests or folio)
- 3.2. Provision for 50% down payment, if needed.
- 3.3. Bill/Statement of Account must reflect breakdown of charges for the following:
 - 3.3.1. Function Hall/Conference Room/Meeting Room and Small Room Lease
 - 3.3.2. Meals
 - 3.3.3. Room Accommodation for Organizers / Secretariat
- 3.4. Payment shall be based on the actual number of persons (guaranteed + additional number of pax).
- 3.5. Price must include taxes and other service charges.

3.6. In the event of force majeure, DOST-ASTI has the right to terminate the contract when, that occurs due to force majeure, the supplier is unable to deliver or perform any or all the Goods and Services pursuant to the 2016 IRR of RA No. 9184.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 659,560.35

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.*