



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

<b>Kind of Procurement Activity:</b>	Negotiated Procurement: Lease of privately Owned Real Property		
<b>Deadline of Submission of Bids:</b>	Jun-19-2023, 2:00 PM		
<b>RFQ No.:</b>	23-06-4400	<b>Date:</b>	June-14-2023
<b>PR No.:</b>	GAA-23-05-16654	<b>Date:</b>	May-05-2023

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><b>Lease of Venue - Baguio City - Regional Stakeholders' Event</b></p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the lease of venue, facilities including food and accommodation of organizers, for a Regional Stakeholders' Meeting.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. PLACE AND DATES OF EVENT</p> <p>2.1.1. Tentative Dates: July 12-14, 2023</p> <p>2.1.2. Place: Baguio City, location within main road of city center, accessible by common public transportation (e.g., jeepneys and buses).</p> <p>2.1.3. With a restaurant in the lobby/guests common area which can be used and accessed by the VIPs, CEOs' staff, drivers, to dine-in or serve as a waiting area.</p> <p>2.2. FUNCTION HALL/CONFERENCE ROOM/MEETING ROOM REQUIREMENTS</p> <p>DAY 1</p> <p>2.2.1. Function Hall/Conference Room</p> <p>2.2.1.1. Room must be fully air-conditioned</p>	1	lot	194800.00	194,800.00

- 2.2.1.2. Can accommodate at least seventy (70) persons in classroom type set-up
- 2.2.1.3. With tables and chairs, classroom-type seating arrangement
- 2.2.1.4. With tables and chairs for secretariat
- 2.2.1.5. With adequate space outside the function hall/conference room for at least 8 standees and one (1) secretariat table, which can accommodate three (3) chairs
- 2.2.1.6. With adequate power source and stable, fast, free Wi-Fi connection for both guests and organizers (in the lobby and main function room).
- 2.2.1.7. With available equipment, as follows:
  - 2.2.1.7.1. Projector
  - 2.2.1.7.2 Projector screen
  - 2.2.1.7.3. Audio and video equipment
  - 2.2.1.7.4. Three microphones available
  - 2.2.1.7.5. Extension wires for charging of laptops of organizers and attendees
  - 2.2.1.7.6. The function room can be sub-divided in the afternoon through a physical barrier or several tables for consultation sessions and business meetings
  - 2.2.1.7.7. A stage set-up for ceremonial signing with at least six (6) chairs and provision of six (6) acrylic name plate.

DAY 2

2.2.2. Meeting/Conference Room

- 2.2.2.1. Room must be fully air-conditioned
- 2.2.2.2. Can accommodate at least thirty (30) persons
- 2.2.2.3. With tables and chairs, U-shaped set-up for private consultation meetings
- 2.2.2.4. With space outside the function hall/conference room for standees and secretariat table, which can accommodate one table and three (3) chairs
- 2.2.2.5. With adequate power source and stable Wi-Fi connection
- 2.2.2.6. With available equipment, as follows:
  - 2.2.2.6.1. Projector
  - 2.2.2.6.2 Projector screen
  - 2.2.2.6.3. Audio and video equipment
  - 2.2.2.6.4. Two (2) microphones
  - 2.2.2.6.5. Extension wires for charging of laptops of organizers and attendees

2.2.3. Other Requirements

- 2.2.3.1. Function Hall/Conference Room/Meeting Room should have complimentary use of other facilities such as parking, holding room/waiting room for arriving VIPs on Day 1 July 13, 2023 (8:00 AM – 5:00 PM) and Day 2 July 14, 2023 (8:00 AM – 12:00 NN).
- 2.2.3.2. Assistance in putting up backdrop banner on the stage of the conference room.
- 2.2.3.3. The meeting/conference package shall include event welcome signage in the venue (electronic or printed), complimentary tabletop name plates for VIPs, special guests, and speakers, pen/pencils and paper for note taking purposes of guests and secretariat, staff conference IDs for organizers (if available), and other necessary services such as assistance to guests and organizers, doctor on call and transportation in

case of emergency.

## 2.3. FOOD AND DRINKS

### DAY 1

2.3.1. Meals composed of AM, lunch, and PM snacks will be served for seventy (70) persons. Details are as follows:

2.3.1.1. AM Snacks (plated), menu are as follows:

2.3.1.1.1. One (1) pasta based, soup, or any heavy snack

2.3.1.1.2. Bread/equivalent partner snack on the side (e.g. puto, toasts, cookie, e.g.)

2.3.1.1.3. Fruit Juice/Soda/Iced tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.1.2. Luncheon (managed buffet), menu are as follows:

2.3.1.2.1. One (1) meat dish (choices of chicken, beef, and pork)

2.3.1.2.2. One (1) seafood dish

2.3.1.2.3. One (1) vegetable dish

2.3.1.2.4. One (1) dessert

2.3.1.2.5. Fruit Juice/Soda/Iced tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.1.3. PM snacks (plated), menu are as follows:

2.3.1.3.1. One (1) pasta based, soup, or any heavy snack

2.3.1.3.2. Bread/equivalent partner snack on the side (e.g. puto, toast, biscuit, cookie e.g.)

2.3.1.3.3. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

### DAY 2

2.3.2 Meals composed of AM, lunch, and PM snacks will be served for thirty (30) persons. Details are as follows:

2.3.2.1. AM snacks (plated), menu are as follows:

2.3.2.1.1. One (1) pasta

2.3.2.1.2. Bread

2.3.2.1.3. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.2.2. Luncheon (managed buffet), menu are as follows:

2.3.2.2.1. One (1) meat dish (choices of chicken, beef, and pork)

2.3.2.2.2. One (1) seafood dish

2.3.2.2.3. One (1) vegetable dish

2.3.2.2.4. One (1) dessert

2.3.2.2.5. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.2.3. PM snacks (plated), menu are as follows:

2.3.2.3.1. One (1) pasta based, soup, or any heavy snack

2.3.2.3.2. Bread/equivalent partner snack on the side (e.g. puto, toasts, cookie, e.g.)

2.3.2.3.3. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

### 2.3.3. Other Requirements

2.3.3.1. With flowing coffee and tea during all the meeting sessions

2.3.3.2. Complimentary standby mineral water hot/cold dispenser inside the conference/meeting; room during all the meeting sessions

2.3.3.3. Menu list shall be approved by end-user

2.3.3.4. With vegetarian options to be ordered a week before the event.

2.3.3.5. With five percent (5%) buffer on meals

2.3.3.6. Take-out boxes/containers for guests/speakers/VIPs who will not eat in the venue due to urgent business meetings/activities and need to leave venue ASAP.

**2.4. ROOM ACCOMMODATION FOR ORGANIZERS AND SPEAKERS**

2.4.1. Modest room accommodation with breakfast available within the facility

2.4.1.1. One (1) room for the agency head/director

2.4.1.2. Standard twin/triple sharing rooms for nineteen (19) guests

2.4.1.3. Air-conditioned, quiet, sanitized based on pandemic protocols, safe, and with sanitation kit per guest

2.4.1.4. Good and maintained facility standard (sanitation permit), i.e., no leaks and unsightly markings in beds/bedding/ceilings, etc.

2.4.1.5. With free and stable Wi-Fi in rooms

2.4.1.6. With own restroom (with adequate hot and cold water) per room

**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 done 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/Conference Room/Meeting Room Rental cost with equipment

3.2.2. Food and Drinks /conference meeting package

3.2.3. Room Accommodation for Organizers and Speakers

3.3. Payment shall be based on the actual number of persons.

3.4. Price must include taxes and other service charges.

3.5. In the event of force majeure, DOST-ASTI has the right to terminate the contract or move the date of the event without additional charges when the supplier is unable to deliver or perform any or all of the Goods pursuant to the 2016 IRR of RA No. 9184.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 194,800.00**

**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.