



**ASTI-FM 03-10**  
**REV 5/ 30 APR 2024**

**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>	May-17-2024, 3:00 PM		
<b>RFQ No.:</b>	24-05-4810	<b>Date:</b>	May-13-2024
<b>PR No.:</b>	SIMULA-24-05-19201	<b>Date:</b>	May-08-2024

*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><b>LEASE OF VENUE – IMPACT: SIMULA 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 the IMPACT stakeholders’ event titled, “IMPACT: SIMULA Stakeholders’ Event”.</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. PLACE AND DATES OF EVENT</p> <p>2.1.1. Tentative Dates: 28-31 May 2024</p> <p>2.1.2. Place: Metro-Manila, specifically within Business Districts only, and within the main road of city center (not situated in small alleys), hotel guest drop-off area is accessible by common vehicle such as car, van, etc. Near common public transportation (e.g. MRT and bus stops). Not more than 1.5 KM away from city center.</p> <p>2.1.3. Must have lobby/guests’ common area, with comfortable seating space facility, where drinks or food can be served, which may also be used and accessed by the VIPs, CEOs’ staff, drivers, to dine-in or serve as a waiting area.</p>	1	lot	424000.00	424,000.00

## 2.2. FUNCTION HALL/CONFERENCE ROOM/MEETING ROOM REQUIREMENTS

### 2.2.1. Function Hall/Conference Room

2.2.1.1. Function Hall/Conference Room must be fully air-conditioned, well maintained (cleaned and disinfected regularly), and free of pests.

2.2.1.2. Can accommodate at least fifty-seven (57) persons.

2.2.1.3. With stable tables and chairs, banquet-style half-round seating arrangement with the appropriate table settings for business events.

2.2.1.4. With adequate space outside the function hall/conference room for at least two (2) standees and one (1) secretariat table, which can accommodate two (2) chairs.

2.2.1.5. With tables and chairs for the secretariat.

2.2.1.6. With adequate power source (including extension wires) for participants, as well as stable, fast, free Wi-Fi connection for both guests and organizers in the lobby and main function room. With at least one LAN internet connection for the presenter/host.

2.2.1.7. With available equipment, as follows:

2.2.1.7.1. Projector;

2.2.1.7.2. Projector screen (or equivalent);

2.2.1.7.3. Audio and visual equipment;

2.2.1.7.4. Three (3) microphones available with three (3) stands; and

2.2.1.7.5. Extension wires for charging of laptops of organizers and attendees.

### 2.2.3. Other Requirements

2.2.3.1. The Function Hall/Conference Room should have complimentary use of other facilities such as parking, holding room/waiting room/lobby for arriving VIPs.

2.2.3.2. Assistance in putting up backdrop banners or displays on the stage of the function hall/conference room and within the spaces of the function hall/conference room.

2.2.3.3. The meeting/conference package shall include event welcome signage in the venue (electronic or printed), complimentary printing of tabletop name plates for VIPs, special guests, and speakers (per day), mints, 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

2.3.1. Meals composed of AM snacks, lunch, PM snacks, and dinner will be served. With an option to choose vegan, vegetarian dishes, or allergy-free dishes for at least five (5) participants for each day if needed (upon request).

2.3.1.1. Details/Breakdown of attendees are as follows:  
2.3.1.1.1. Day 1: Forty-six (46) persons for full-day event (classroom-type table set-up)

2.3.1.1.2. Day 2: Thirty-nine (39) persons for full-day event (classroom-type table set-up)

2.3.1.1.3. Day 3: Fifty-seven (57) persons for full-day

event (classroom-type table set-up)

2.3.1.1.4. Day 4: Thirty (30) persons for AM snacks and lunch (U shape table set-up)

2.3.1.2. AM Snacks (plated), menu is as follows:

2.3.1.2.1. One (1) pasta, soup, or any equivalent heavy snack

2.3.1.2.2. Bread/Equivalent partner snack on the side

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

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

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

2.3.1.3.2. One (1) seafood dish

2.3.1.3.3. One (1) vegetable dish

2.3.1.3.4. One (1) dessert

2.3.1.3.5. Steamed Rice

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

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

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

2.3.1.4.2. Bread/Equivalent partner snack on the side

2.3.1.4.3. Fruit Juice/Soda/Iced Tea/Sugar-free drink in a sealed bottle or served to the guests' table in a drinking glass

2.3.1.5. Dinner (managed buffet), menu are as follows:

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

2.3.1.5.2. One (1) seafood dish

2.3.1.5.3. One (1) vegetable dish

2.3.1.5.4. One (1) dessert

2.3.1.5.5. Steamed Rice

2.3.1.5.6. Fruit Juice/Soda/Iced Tea/Sugar-free drink in a sealed bottle or served to the guests' table in a drinking glass

2.3.1.6. Other Requirements

2.3.1.6.1. With flowing coffee and tea set-up (milk/creamers, sugar, and/or sugar-free sweeteners) during all the meeting sessions

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

2.3.1.6.3. Menu list, including vegetarian options, shall be provided three (3) calendar days upon issuance of Notice to Proceed (NTP), which shall be for end-user's approval.

2.3.1.6.4. Must have ten percent (10%) buffer on snacks and meals.

2.3.1.6.5. Preferably with inclusion of event socials with cocktails and cocktails snacks/finger foods.

2.3.1.6.6. Environment-friendly take-out boxes/containers for guests/speakers/VIPs who did not eat in the venue due to other urgent business meetings/activities (to leave venue ASAP).

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

2.4.1. Modest room accommodation inclusive of breakfast within the facility. Details are as follows:

2.4.1.1. Day 1: One (1) solo room for the director; sixteen (16) twin sharing rooms

2.4.1.2. Day 2: One (1) solo room for the director;

sixteen (16) twin sharing rooms

2.4.1.3. Day 3: Twelve (12) twin sharing rooms; one (1) triple sharing room

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

2.4.1.3. Good and maintained facility standard, i.e., no leaks and unsightly markings in beds/bedding/ceilings, free of pests, etc.

2.4.1.4. With free and stable Wi-Fi in rooms.

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

**3. OTHER CONDITIONS**

3.1. All changes, in the contract (upon perfection), if any, must be coordinated by the service provider and/or end-user to the DOST-ASTI Procurement Management Section and Property and Supply Section.

3.2. DOST-ASTI has the right to terminate the contract pursuant to the 2016 IRR of RA No. 9184: a) in the event of force majeure and the service provider is unable to deliver or perform any or all the Goods/Services and b) external provider fails to deliver or perform any or all of the Goods/Services within the period specified in the contract, or within any extension thereof.

**4. DELIVERY AND PAYMENT TERMS**

4.1. Deposit shall be made through a CERTIFICATE OF FUNDS AVAILABILITY, and full payment shall be processed based on the final statement of account after the event.

4.2. Bill/Statement of Account to be provided to DOST-ASTI (send bill arrangement) three (3) calendar days upon completion of the event and must reflect the breakdown of charges for the following:

4.2.1. Function Hall/Conference Room rental cost with equipment;

4.2.2. Food and drinks under the conference/meeting package (including socials); and

4.2.3. Room accommodation for organizers and speakers.

4.3. Final number of attendees shall be coordinated by end-user, through a written notice (letter or email), within three (3) calendar days upon issuance of NTP.

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

**Php 424,000.00**

**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.