



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

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-18-2024, 2:00 PM		
RFQ No.:	24-11-5096	Date:	November-13-2024
PR No.:	GAA-24-11-20235	Date:	November-05-2024

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 OF VENUE - NSTW 2024 x INVESTORS FORUM</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 for the upcoming stakeholders' event back-to-back with the 2024 National Science, Technology, and Innovation Week Celebration</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: 27 – 29 November 2024</p> <p>2.1.2. Place: Cagayan De Oro City, specifically within Business Districts only, and within the main road of the city center (not situated in small alleys), hotel guest drop-off area is accessible by common vehicles such as cars, vans, etc., and near public vehicle transportation (e.g. bus stops). Not more than 1.5 KM away from the city center and walking distance from the main NSTW venue (preferably not more than 17 minutes' walk.</p> <p>2.1.3. Must have lobby/guests' common area, with</p>	1	lot	300000.00	300,000.00

comfortable seating space facility, where drinks or food can be served, which may also be used and accessed by the VIPs, CEOs' staff, and drivers, to dine-in or serve as a waiting area.

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-eight (58) people and the main function room can be split into two areas for the B2B/Business matching break-out session in the afternoon.

2.2.1.3. With presentable and stable tables and chairs, banquet style mixed with theater and classroom, with appropriate table settings for business events. Adjustable lay-out according to the final decision of organizers on 27 November 2024.

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 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 and service, as follows:

2.2.1.7.1. Projector or equivalent (LED system or big TV) and its technical support staff;

2.2.1.7.2. Projector screen (or equivalent) and its technical support staff;

2.2.1.7.3. Audio and visual equipment (and its technical support staff);

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 and participants.

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. November 27, 2024, Day 0 (Ingress): PM Snacks and Dinner for Eighteen (18) persons, round table setup

2.3.1.1.2. November 28, 2024, Day 1 (Event Proper): Full meal course for Fifty-eight (58) persons, including AM, Lunch, PM Snacks, and Dinner in a round table setup

2.3.1.1.3. November 29, 2024, Day 2, AM Snacks and Lunch for Twenty-five (25) persons (Business meetings for the day and Egress)

2.3.1.2. AM Snacks (plated) and served to the attendees, menu are 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. At least One (1) meat dish (choices of chicken, beef, and pork) or equivalent

2.3.1.3.2. At least One (1) seafood dish or equivalent

2.3.1.3.3. At least One (1) vegetable dish or equivalent

2.3.1.3.4. At least One (1) dessert

2.3.1.3.5. Steamed Rice

2.3.1.3.6. Soup

2.3.1.3.7. 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) and served to attendees, 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. At least One (1) meat dish (choices of chicken, beef, and pork) or equivalent

2.3.1.5.2. At least One (1) seafood dish or equivalent

2.3.1.5.3. At least One (1) vegetable dish or equivalent

2.3.1.5.4. At least One (1) dessert

2.3.1.5.5. Steamed Rice

2.3.1.5.6. Soup

2.3.1.5.7. 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 and accessible to participants throughout the day

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 within 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. 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).

2.3.1.6.6. With the option to revise meal count and should have flexible number of servings per day based on the number of heads to be served per day. To be confirmed at least three days before the event (adjust meals based on the pre-registered attendees per day).

2.4. ROOM ACCOMMODATION FOR ORGANIZERS AND SPEAKERS

2.4.1. Modest three (3) days and two (2) nights room accommodation inclusive of breakfast within the facility. Details are as follows:

2.4.1.1. November 27, 2024, Day 0 (Ingress): Seven (7) twin sharing rooms but with flexible number of room nights (may be adjusted according to actual number of speakers that have arrived)

2.4.1.2. November 28, 2024, Day 1 (Event Proper): Seven (7) twin sharing rooms but with flexible number of room nights (may be adjusted according to the actual number of speakers that have arrived)

2.4.1.3. November 29, 2024, Day 2 (Egress and follow-up business meetings): Minimum of One (1) twin sharing room/single to be finalized on the number of confirmed business meetings on Nov 29, 2024).

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 function rooms and bedrooms.

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

2.4.1.6. The number of rooms to be used may be adjusted per day based on the actual number of speakers that will arrive in Cagayan de Oro city, but total room nights for the entire event/contract should not be more than fourteen (14) regardless of the number of rooms used per day.

2.4.1.7. The date of check-in and check-out may be adjusted according to the final number of speakers and organizers, their actual arrival, departure date, and their business transactions/ business matched meetings, follow-up meetings, and ingress but dates should fall within / coincide within the following NSTW celebration dates of Nov 26-30, 2024. Adjustment on the number of room nights per day shall be confirmed at least five (5) days before the first day of activity/Investors' Forum which is on Nov 27, 2024.

3. OTHER CONDITIONS

3.1. The final number of attendees and arrangements

for accommodation shall be coordinated by the end-user, through a written notice (letter or email), within three (3) calendar days upon issuance of NTP.

3.2. 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.

3.3. 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) service 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 actual 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; and

4.2.3. Room accommodation for organizers and speakers.

4.3. Function halls, rooms and/or services which are not availed of by DOST-ASTI shall not be billed. Further, DOST-ASTI and the service provider should not incur any additional charges over and above the contract price.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 300,000.00

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.