



**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:	Sep-15-2023, 2:00 PM		
RFQ No.:	23-09-4519	Date:	September-11-2023
PR No.:	GAA-23-09-17550	Date:	September-06-2023

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 OF VENUE AND VEHICLE FOR COMPETENCY FRAMEWORK WORKSHOP SESSIONS ON 28-29 SEPTEMBER 2023</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The DOST-ASTI is seeking qualified and competent service providers for the lease of venue including food, accommodation, and transportation of participants for the Competency Framework Workshop.</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. Date: 28-29 September 2023</p> <p>2.1.1.1. Dates may be subject to change. Dates shall be confirmed by DOST-ASTI at least seven (7) calendar days prior to the final event schedule.</p> <p>2.1.2. Place: Antipolo, Rizal</p> <p>2.2. FUNCTION HALL/CONFERENCE ROOM REQUIREMENTS</p> <p>2.2.1. Usage and set-up</p> <p>2.2.1.1. Can accommodate maximum of forty (40) guests</p>	1	lot	250000.00	250,000.00

- 2.2.1.2. Fully airconditioned
- 2.2.1.3. Whole day use of function/conference room for two (2) days
- 2.2.1.4. Final function/conference room set-up will be coordinated by the organizer a day before the event.
- 2.2.2. Other requirements
 - 2.2.2.1. With projector and projector screen
 - 2.2.2.2. With audio/video system
 - 2.2.2.3. Excellent quality of sound system
 - 2.2.2.4. With at least three (3) wireless microphones
 - 2.2.2.5. With adequate power source and stable internet/Wi-Fi connection during the entire event
 - 2.2.2.6. Complimentary supply of pencils and notepads for each participant
 - 2.2.2.7. Provision of extension outlets for charging of laptops
- 2.2.3. CONFERENCE/MEETING MEALS
 - 2.2.3.1. Day 1 – AM Snacks, Lunch, PM Snacks and Dinner for 35 pax
 - 2.2.3.2. Day 2 – Breakfast, AM Snacks, Lunch, and PM Snacks for 37 pax
 - 2.2.3.3. AM and PM snacks must consist of heavy snacks and drinks
 - 2.2.3.4. Breakfast, Lunch, and Dinner must consist of at least two (2) main courses (Fish + Pork/Chicken), vegetable, rice, dessert, soup, and one round of iced tea/juice/soda
 - 2.2.3.5. All meals must be served in Set Menu or Assisted Buffet
 - 2.2.3.6. The menu list shall be approved by the DOST-ASTI
 - 2.2.3.7. Supplier must provide menu list with separate dish menu for vegetarians.
 - 2.2.3.7.1. Meal for one (1) pure vegetarian guest (no meat, no seafood and fish/shellfish, no onion, no garlic, no beef/chicken bouillon, no oyster sauce, no animal fat or oil) for September 28-29.
 - 2.2.3.7.2. The DOST-ASTI will notify the provider of the number of meals to be prepared for those participants with food restrictions at least seven (7) calendar days before the conduct of the event.
 - 2.2.3.8. With provision of mineral water (in water dispenser) and free-flowing coffee
 - 2.2.3.9. With ten percent (10%) buffer on meals
- 2.2.4. ROOM ACCOMMODATION
 - 2.2.4.1. Number of Guests
 - 2.2.4.1.1. 27 September 2023 (Organizer): Four (4)
 - 2.2.4.1.2. 28 September 1023 (Day 1): Thirty-four (34)
 - 2.2.4.2. Room Types:
 - 2.2.4.2.1. Two (2) rooms (twin sharing) on 27-28 September 2023 for the advance party/organizer
 - 2.2.4.2.2. One (1) standard single/double room for the agency head/director on 28 September 2023
 - 2.2.4.2.3. Standard twin/triple sharing rooms for twenty-nine (29) guests on 28 September 2023
- 2.2.5. TRANSPORTATION
 - 2.2.5.1. One (1) vehicle to ferry the participants from DOST-ASTI to the venue and vice-versa:
 - 2.2.5.1.1. Type: Bus
 - 2.2.5.1.2. Can accommodate maximum of forty (40) persons

2.2.5.1.3. Fully airconditioned
 2.2.5.2. Schedule of Trips
 2.2.5.2.1. 28 September 2023 – AM trip from DOST-ASTI to venue
 2.2.5.2.2. 29 September 2023 – PM trip from venue to DOST-ASTI
 2.2.5.2.3. The DOST-ASTI will coordinate the final time schedule of trips at least three (3) days before the event.

3. PRICING AND PAYMENT TERMS

3.1. Price quotation must be inclusive of applicable government taxes and charges.
 3.2. Supplier must provide a breakdown of its price quotation upon submission to the ASTI BAC Secretariat, including folio of charging.
 3.3. In the event of force majeure, the DOST-ASTI has the right to terminate the contract or move the date of the event without additional charges to the Institute pursuant to the 2016 revised IRR of RA No. 9184.
 3.4. Full payment shall be processed upon submission of complete documents from the provider.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 250,000.00

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.