



**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>	Jan-20-2025, 2:00 PM		
<b>RFQ No.:</b>	25-01-5122	<b>Date:</b>	January-16-2025
<b>PR No.:</b>	GAA-25-01-20533	<b>Date:</b>	January-13-2025

*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.

**JEFFREY A. ABOROT**  
*BAC Chairperson*

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>LEASE OF VENUE FOR DOST-ASTI 2024 PERFORMANCE ASSESSMENT AND PLANNING FOR 2025-2026</b></p> <p>1. Overview</p> <p>1.1. DOST-ASTI requires a venue, specifically function hall/conference room with other amenities/facilities, inclusive if meals and room accommodation for DOST-ASTI staff, for the DOST-ASTI 2024 Year-end Performance Assessment and Planning.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and service charges.</p> <p>2. Location and Schedule</p> <p>2.1. Location: Baguio</p> <p>2.2. Tentative Schedule: 29 to 31 January 2025</p> <p>2.2.1. Check in on 29 January 2025 and check out on 31 January 2025.</p> <p>3. Room Accommodation</p> <p>3.1. Guaranteed Number of Guests: Forty (40)</p> <p>3.2. Room types and arrangement, as follows:</p> <p>3.2.1. One (1) standard room for DOST-ASTI agency head/director; and</p> <p>3.2.2. Standard twin and triple sharing rooms for</p>	1	lot	360249.34	360,249.34

thirty-nine guests

#### 4. Function Rooms and Other Facilities

##### 4.1. Function/Conference Room

- 4.1.1. Can accommodate at least forty (40) guests
- 4.1.2. Fully airconditioned
- 4.1.3. Classroom type arrangement of tables and chairs
- 4.1.4. With stable and fast Wi-Fi connection
- 4.1.5. Provision of extension outlets for participants' laptops
- 4.1.6. With audio/video equipment such as one (1) projector with screen, three (3) microphones, etc.
- 4.1.7. With pads and pencils
- 4.2. Complimentary use of other facilities or amenities, i.e., parking, gym, among others.

#### 5. Meals for Forty (40) Guests

##### 5.1. Meals to be served per day

- 5.1.1. Day 1: AM snacks, lunch, PM snacks, dinner
- 5.1.2. Day 2: Breakfast, AM snacks, lunch, PM snacks, dinner
- 5.1.3. Day 3: Breakfast, AM snacks, lunch, PM snacks

##### 5.2. Menu

- 5.2.1. Menu for breakfast/lunch/dinner should include three (3) viands consisting of meat, seafood, and vegetable dishes, with dessert and choice of beverages (fruit juice/soda/lemon iced tea, etc.).
- 5.2.2. Meals for one (1) pure vegetarian guest, specifically no meat, no seafood and fish or shellfish, no onion, no garlic, no beef or chicken bouillon, no oyster sauce, no fish sauce, no animal fat oil.
- 5.2.3. Meals for three (3) pescatarian guests, no pork and beef
- 5.2.4. Snack menu choices must be among but not limited to sandwiches, pasta, bread, or noodles, and one (1) round of drink per snack time.
- 5.2.5. With free-flowing brewed coffee and tea, including mints and candies, during sessions.
- 5.2.6. Supplier must provide menu for selection and approval of DOST-ASTI within three (3) calendar days upon issuance of Notice to Proceed.

#### 6. Payment

- 6.1 Price must be inclusive of all applicable government taxes and charges. Supplier must provide a breakdown of price quotation upon submission to the DOST-ASTI BAC Secretariat.
- 6.2. Supplier must have a provision for send bill arrangement wherein payment shall be made after the conclusion of the event and upon receipt and approval of DOST-ASTI of the following documents from the service provider:
  - 6.2.1. Final billing invoice;
  - 6.2.2. Event order acknowledged by end-user;
  - 6.2.3. Summary of meals served (menu with number of persons served); and
  - 6.2.4. Room accommodation list.
- 6.3. Bill/Statement of Account must reflect breakdown of charges for the following:
  - 6.3.1. Function room lease;

6.3.2. Meals; and  
 6.3.3. Room accommodation for guests.  
 6.4. Payment shall be based on the guaranteed number of persons, food, and services consumed by DOST-ASTI.

7. Other Conditions  
 7.1. DOST-ASTI shall confirm the final number of guests and choice of menu at least fourteen (14) calendar days prior to the final event schedule.  
 7.2. For justifiable reasons, DOST-ASTI reserves the right to reschedule the date of the event and inform the venue management at least fourteen (14) calendar days prior to the conduct of the event.  
 7.3. DOST-ASTI contract and supplier's proposal are complementary in nature. In case of inconsistency between this Contract and the proposal, the terms of DOST-ASTI contract shall prevail.

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

**Php 360,249.34**

**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.*