



DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION

Kind of Procurement Activity:	Lease of Real Property or Venue		
Deadline of Submission of Bids:	Feb-02-2026, 2:00 PM		
RFQ No.:	26-01-5555	Date:	January-27-2026
PR No.:	GAA-26-01-22673	Date:	January-23-2026

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. 1212/1214.

Thank you.

JEFFREY A. ABOROT
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Lease of Venue for DOST-ASTI 2025 Year-end Performance Assessment and Planning for 2027-2029</p> <p>1. Overview</p> <p>1.1. DOST-ASTI requires a venue, specifically function hall/conference room with other amenities/facilities, inclusive of meals and room accommodation for DOST-ASTI staff, for the DOST-ASTI 2025 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 City</p> <p>2.2. Tentative Schedule: 10 to 13 February 2026</p> <p>2.2.1. Check in on 10 February 2026 and check out on 13 February 2026.</p> <p>3. Room Accommodation</p> <p>3.1. Guaranteed Number of Guests:</p> <p>3.1.1. Feb. 10, 2026: Thirty-Nine (39) guests</p> <p>3.1.2. Feb. 11-13, 2026: Forty (40) guests</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/triple sharing rooms on the</p>	1	lot	640000.00	640,000.00

following dates:

3.2.2.1. Feb. 10, 2026: 19 female guests and 20 male guests

3.2.2.2. Feb. 11 to 13, 2026: 20 female guests and 20 male 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 air-conditioned

4.1.3. Classroom-type arrangement of tables and chairs

4.1.4. With a 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 thirty-nine guests on Feb. 10, 2026, and forty (40) guests on Feb. 11 to 13, 2026.

5.1. Meals to be served per day

5.1.1. Day 1: Lunch, PM snacks, Dinner

5.1.2. Day 2: Breakfast, Lunch, PM snacks, Dinner

5.1.3. Day 3: Breakfast, Lunch, PM snacks, Dinner

5.1.3. Day 4: Breakfast, Lunch, packed PM snacks with beverage

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. Separate meals for the following guests:

5.2.2.1. Two (2) pescatarian guests (fish and seafood diet) with rice, dessert, beverages

5.2.2.2. One (1) vegetarian with rice, dessert, beverages

5.2.2.3. One (1) pure vegetarian with rice, dessert, beverages, (no meat, no seafood and fish/shellfish, no onion, no garlic, no beef/chicken bouillon, no oyster sauce, no fish sauce, vegetable oil only)

5.2.3. Snack menu choices must be among but not limited to sandwiches, pasta/noodles, bread/pastries, 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 guests, food consumed, and services availed by DOST-ASTI.

7. Other Conditions

7.1. DOST-ASTI shall confirm the final number of guests and choice of menu at least seven (7) calendar days before 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 before 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 or purchase order shall prevail.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 640,000.00

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 Section 34 (Small Value Procurement) and Section 35 (Negotiated Procurement) of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the following documents shall be submitted, except for Negotiated Procurement under Sections 35.1 (Two Failed Biddings) and 35.5 (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 35.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the IRR of RA No. 12009 will not apply to artists such as singers, performers, poets, writers, painters, and sculptors who are engaged in business.

**Requirements under Section 35.9 (Lease of Real Property or Venue) of the IRR of RA No. 12009, 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, a 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 in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 71.1.4 of the IRR of RA No. 12009; 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 Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.