



**ASTI-FM 03-10  
REV 4/ 9 MAR 2022**

**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>	Apr-22-2024, 2:00 PM		
<b>RFQ No.:</b>	24-04-4763	<b>Date:</b>	April-17-2024
<b>PR No.:</b>	GAA-24-04-19022	<b>Date:</b>	April-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 FOR STRENGTHENING TEAM DYNAMICS TRAINING ON 09-10 MAY 2024</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The DOST-ASTI organizes an annual training course on Strengthening Team Dynamics, which will be participated in by all DOST-ASTI personnel. The activity aims to develop the competencies of the ASTI personnel, specifically on Teamwork and Building Collaborative and Inclusive Working Relationships. A face-to-face training shall be conducted outside DOST-ASTI premises to enable the participants to focus on the training deliverables and encourage active participation during the activities. Furthermore, no available venue in ASTI can accommodate all the target participants. Hence, venue, food, and accommodation are necessary to conduct said activity.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Training Dates and Venue</p>	1	lot	836000.00	836,000.00

2.1.1. Date: 09-10 May 2024

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.

2.1.2. Talisay, Batangas (Preferred)

## 2.2. Facility/Training Requirements

2.2.1 Can accommodate a maximum of one hundred ninety (190) persons

2.2.1.1 Maximum of one hundred ninety (190) pax, a guaranteed number of one hundred fifty (150) pax.

2.2.2. Provision of one (1) function hall and open fields for indoor & outdoor activities

2.2.3. Room Types according to the following:

Room Category

Superior Room (Good for 6 pax) - 18 Rooms - 108 px

Standard Room (Good for 6 pax) - 14 Rooms - 81 pax

Standard Room (Single /Double) - 1 - 1 pax (Director)

2.2.4. Provision of training facilitators and marshalls that shall guide the entire activities.

2.2.5 Provision of the following during the entire training:

2.2.5.1. Fully functioning projector and screen; and

2.2.5.2. Audio/Video system.

2.2.6. Reliable Internet/Wi-Fi connection in the individual rooms and training venues.

2.2.7. DOST-ASTI will notify the provider of the actual number of pax, to provide room accommodation for the participants at least seven (7) calendar days before the conduct of the event.

2.2.8. Provision of first aid kit in case of emergency.

## 2.3. Food and Beverages

2.3.1. Meal requirements are as follows:

Day 1

AM Snacks

Managed Buffet Lunch

PM Snacks

Managed Buffet Dinner

Day 2

Breakfast

AM Snacks

Managed Buffet Lunch

2.3.1.1. AM and PM snacks must consist of heavy snacks and drinks.

2.3.1.2. Breakfast and Dinner must consist of two (2) main courses (Fish/Pork/Chicken/Beef) while Lunch must consist of three (3) main courses (Fish/Pork/Chicken/Beef). All meals (Breakfast/Lunch/Dinner) shall also include a vegetable dish, rice, dessert, soup, and one round of iced tea/juice/soda.

2.3.1.3. DOST-ASTI shall approve the menu list.

2.3.1.4. Special meal considerations on the dietary requirements of participants with food restrictions (e.g., restrictions on pork, vegetables, etc.).

2.3.1.5. 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.

2.3.1.6. Free-flowing coffee, tea, and drinking water should be available during sessions.

2.3.1.7. With ten percent (10%) buffer on meals.

#### 2.4. Other Conditions

Allow early check-in (before lunch) or a secured room to be provided on Day 1 to store participants' luggage if activities are ongoing; and

Complimentary use of amenities during the training.

### 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 including food menu options upon submission to the DOST-ASTI BAC Secretariat, including folio of charging.

3.3. A single advance payment not to exceed 50% of the total amount of the contract price may be allowed subject to the compliance of end-user and supplier with the procurement requirements

3.4. In the event of force majeure, DOST-ASTI can terminate the contract or move the event date without additional charges to the Institute pursuant to the 2016 revised IRR of RA No. 9184.

3.5. Full payment shall be processed upon completion of the activity and submission of complete documents from the provider.

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

**Php 836,000.00**

## 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.