



**DOST-ASTI Bids and Awards Committee  
REQUEST FOR QUOTATION**

|  |  |              |                  |
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| <b>Kind of Procurement Activity:</b>   | Negotiated Procurement: Lease of privately Owned Real Property |              |                  |
| <b>Deadline of Submission of Bids:</b> | Feb-07-2025, 2:00 PM   |              |                  |
| <b>RFQ No.:</b>                        | 25-01-5117   | <b>Date:</b> | February-03-2025 |
| <b>PR No.:</b>                         | ALAM-25-01-20505   | <b>Date:</b> | January-09-2025  |

*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   | <b>Lease of Venue for the 3rd Program Wide Congress and PCIEERD Project Monitoring</b><br>1. BACKGROUND OBJECTIVES<br>1.1. DOST-ASTI is seeking qualified and competent service providers for the lease of venue including food and accommodation for the upcoming 3rd Program Wide Congress and PCIEERD Project Monitoring.<br>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.<br><br>2. SPECIFICATIONS<br>2.1. PLACE AND DATES OF EVENT<br>2.1.1. Tentative Dates: 26 February 2025 to 01 March 2025 (with Ingress and Egress dates)<br>2.1.1.1. Dates may be subject to change. Dates shall be confirmed by the end-user at least ten (10) calendar days prior to the final event schedule.<br><br>2.1.2. Place: Hotels within Davao City areas only<br>2.1.2.1. The preferred location should easily be reachable by vans/cars and have well-maintained roads with appropriate security measures.<br>2.1.3. Rooms can accommodate VIPs, staff, and have shared rooms for other attendees. | 1   | lot  | 257900.00       | 257,900.00       |

## 2.2. FUNCTION HALL/TRAINING ROOM/ REQUIREMENTS

### 2.2.1. Function Room

#### 2.2.1.1. Usage

2.2.1.1.1 Whole day use of function room for Program Wide Congress on February 27, 2025 (7AM to 10PM) good for 55 pax. Ball Room Type Set up with round tables and chairs.

2.2.1.2.2. February 28, 2025 – Board room set-up which can accommodate twelve (12) persons for monitoring/meeting purposes (8AM to 5PM)

#### 2.2.1.3. Other Requirements

2.2.1.3.1. With adequate space for the secretariat table at least two (2) table and three (3) chairs for February 27, 2025.

2.2.1.3.2. With projector and projector screen on February 27 and 28, 2024.

2.2.1.3.3. With audio/video system

2.2.1.3.4. With at least two (2) wireless microphones

2.2.1.3.5. With adequate power source and stable internet/Wi-Fi connection during the entire event

2.2.1.3.5. Power charge for the Multimedia Rentals (Led Wall (10x20), Basic Lights and Sounds and Live Streaming Equipment) during the Program Wide Congress (February 27, 2025).

2.2.1.3.6. Ingress time on or before 7PM on February 26, 2025.

## 2.3. MEALS

### REQUIREMENTS

2.3.1. February 27, 2025 –AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner, and Flowing Coffee good for 55 pax.

#### 2.3.1.1 Meal Requirements

2.3.1.1 A maximum of fifty-five (55) people for all meals and snacks with ten percent (10%) buffer.

2.3.1.2 Meals must be served with assisted service buffet setup.

2.3.1.3 Menu for Lunch and Dinner shall include the following:

2.3.1.3.1 Three (3) main course (choices of chicken, pork and fish)

2.3.1.3.2 White Rice

2.3.1.3.3 Vegetable

2.3.1.3.4 Soup and salad

2.3.1.3.5 Desserts

2.3.1.3.6 One round of drink

2.3.2. February 28, 2025– AM Snacks, Lunch, PM Snacks and Flowing Coffee good for 12 pax.

#### 2.3.2.1 Meal Requirements

2.3.2.1.1 A maximum of twelve (12) people for all meals and snacks with ten percent (10%) buffer.

2.3.2.1.2 All meals must be served in a formal serving style/plated setup.

2.3.3 Complimentary standby mineral water hot/cold dispenser inside the conference/meeting room during the meeting sessions.

2.3.4 Take-out boxes/containers for guests/speakers/VIPs, who will not eat in the venue due to urgent business meetings/activities and need to

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| <p>leave venue ASAP.</p> <p>2.3.5. External provider shall provide menu for AM &amp; PM snacks and lunch</p> <p>2.3.6. AM &amp; PM snacks choice of menu with beverage such as (but not limited to) pasta with bread/pastries, sandwiches, among others.</p> <p>2.3.7. Lunch choice of menu such as (but not limited to) fish dish/es, meat dish/es (chicken/pork/beef), vegetable dish/es, dessert, and beverage.</p> <p>2.4. ROOM ACCOMMODATIONS REQUIREMENTS</p> <p>2.4.1. Room types and assignments</p> <p>2.4.1.1. Eight (8) Single Rooms for 3 Days and 2 Nights (February 26-28, 2025)</p> <p>2.4.1.2. Two (2) Twin Rooms for 4 Days and 3 Nights (February 26- March 01, 2025)</p> <p>2.4.3. Other room requirements</p> <p>2.4.2.1. Modest room accommodation available within the facility (with breakfast included).</p> <p>2.4.2.2. Air-conditioned, quiet, sanitized based on pandemic protocols, safe, and with sanitation kit per guest.</p> <p>2.4.2.3. Good and maintained facility standard (sanitation permit), i.e., no leaks and unsightly markings in beds/bedding/ceilings, etc.</p> <p>2.4.2.4. With free and stable Wi-Fi in rooms.</p> <p>2.4.2.5. With own restroom (with adequate hot and cold water) per room.</p> <p>3. PAYMENT TERMS</p> <p>3.1. Certificate of Funds Availability shall be issued by DOST-ASTI in lieu of deposit. Full payment shall be made based on the final statement of account after the event through send bill arrangement.</p> <p>3.2. Bill/Statement of Account to be provided to DOST-ASTI on or before completion of the event and must reflect the breakdown of charges for the following:</p> <p>3.2.1. Function Hall/Conference Room/Meeting Room Rental cost with equipment;</p> <p>3.2.2. Food and drinks for conference meeting package; and</p> <p>3.2.3. Room accommodation for VIPs, Guests and other attendees</p> <p>3.3. Payment shall be based on the actual number of people and usage. No payment shall be made for goods and services not delivered/utilized under this contract.</p> <p>3.4. Price must include taxes and other service charges.</p> <p>3.5. In the event of force majeure, DOST-ASTI has the right to terminate the contract or move the date of the event without additional charges when the supplier is unable to deliver or perform any or all of the goods and services.</p> |  |  |  |                |
| TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):   |  |  |  | Php 257,900.00 |
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## 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.