



ASTI-FM 03-10
REV 5/ 30 APR 2024

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:	Jul-05-2024, 2:00 PM		
RFQ No.:	24-07-4898	Date:	July-01-2024
PR No.:	GAA-24-06-19518	Date:	June-28-2024

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>LEASE OF VENUE FOR THE ASTI TECHNICAL FORUMS FOR STAKEHOLDERS AND PARTNERS AND FELLOWSHIP NIGHT</p> <p>1. General Statement / Background / Objectives</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the lease of venue including catering services for the ASTI's Technical Forums for Stakeholders and Partners and Fellowship Night.</p> <p>1.2. The Approved Budget for the Contract indicated herein is inclusive of all applicable government taxes and service charges.</p> <p>2. Specifications</p> <p>2.1. Place and Dates of Event</p> <p>2.1.1. Tentative Date: 18-19 July 2024</p> <p>2.1.2. Place: Within Quezon City only</p> <p>2.2. Function Hall/Conference Room/Break-out Room/Meeting Room Requirements</p> <p>2.2.1. Function Hall/Conference Room</p> <p>2.2.1.1. Day 1 : Two (2) function halls combined</p> <p>2.2.1.1.1 Duration: one-half day (½ day) - morning</p> <p>2.2.1.1.2 Each function room can accommodate sixty (60) to one hundred (100) persons</p>	1	lot	2300000.00	2,300,000.00

- 2.2.1.2. Day 1: Three (3) separate function halls
 - 2.2.1.2.1 Duration: one-half day (½ day) - afternoon
 - 2.2.1.2.2 Each function room must accommodate sixty (60) to one hundred (100) persons
- 2.2.1.3. Day 2: Two (2) separate function halls
 - 2.2.1.3.1 Duration: One whole day (1 day)
 - 2.2.1.3.2 Each function room must accommodate sixty (60) to one hundred (100) persons
- 2.2.1.4. Day 2: Two (2) separate function halls combined
 - 2.2.1.4.1 Duration: One (1) night, 6PM to 11PM
 - 2.2.1.4.2 Can accommodate two hundred to three hundred (300) persons
- 2.2.1.5. Rooms must be fully air-conditioned
- 2.2.1.6. With tables and chairs, candies, paper and pencil, seating arrangement to be confirmed prior to the event.
- 2.2.1.7. With space outside the function hall/conference room for exhibit
- 2.2.1.8. With adequate power source
- 2.2.1.9. With available equipment and platforms, as follows:
 - 2.2.1.9.1. LED screen with minimum dimension of 3ft x 5 ft
 - 2.2.1.9.2. Audio and video equipment
 - 2.2.1.9.3. At least two (2) microphones per function room
 - 2.2.1.9.4. Extension wires for charging of laptops of organizers and attendees
 - 2.2.1.9.5. Podium for every function room
 - 2.2.1.9.6. Whiteboard or flipchart with markers, as needed
 - 2.2.1.9.7. Philippine flag, as needed
 - 2.2.1.9.8. Extra tables and chairs outside the function hall for the registration area
- 2.2.2. Small Meeting Room
 - 2.2.2.1. Room must be fully air-conditioned
 - 2.2.2.2. No. of Days: Three (3) days
 - 2.2.2.2.1. Ingress: starts at 3:00 PM
 - 2.2.2.2.2 Day 1: 7:00 AM to 5:00 PM
 - 2.2.2.2.3 Day 2: 7:00 AM to 5:00 PM
 - 2.2.2.3. Can accommodate ten (10) to fifteen (15) pax
 - 2.2.2.4. Will serve as secretariat room
 - 2.2.2.5. With tables and chairs
- 2.2.3. Conference Rooms
 - 2.2.3.1. Two (2) conference rooms that must be fully air-conditioned
 - 2.2.3.2. Duration: One (1) day; 8AM to 5PM
 - 2.2.3.3. Can accommodate twenty (20) to thirty-five(35) pax
 - 2.2.3.4. Will serve as a break-out rooms
 - 2.2.3.5. With tables and chairs
- 2.2.4. Other Requirements
 - 2.2.4.1. Function Hall/Conference Room/Meeting Room

should have complimentary use of other facilities such as parking, holding room/waiting room for arriving VIPs.

2.2.4.2. The meeting/conference package shall include event welcome signage in the venue (electronic or printed), complimentary tabletop name plates for VIPs, special guests, and speakers, pen/pencils and paper for note taking purposes of guests and secretariat, and other necessary services such as assistance to guests and organizers, and in-house or on-call medical personnel/s.

2.3. Meal Requirements for Two (2)-day Parallel Sessions

2.3.1. Meals should be served during AM snacks, lunch and PM snacks.

2.3.1.1. A maximum of 250 pax for AM/PM snacks and lunch with a guarantee of two hundred (200) pax with ten percent (10%) buffer.

2.3.1.2. Final number to be confirmed five (5) working days prior to the event.

2.3.1.3. Lunch must be served with assisted service buffet setup

2.3.1.3.1. Menu for lunch shall include the following:

2.3.1.3.1.1. Two (2) main courses (choices of chicken, pork or fish)

2.3.1.3.1.2. White rice

2.3.1.3.1.3. Vegetable

2.3.1.3.1.4. Soup and salad

2.3.1.3.1.5. Desserts

2.3.1.3.1.6. One round of drink

2.3.1.4. AM/PM snacks are served plated.

2.3.1.4.1. Menu for AM/PM snacks shall include the following:

2.3.1.4.2. With overflowing coffee or tea during all the meeting sessions

2.3.1.4.3. Choice of pasta or sandwich

2.4. Meal Requirements for Dinner

2.4.1. A maximum of two hundred fifteen (215) persons for dinner with a guarantee of one hundred eighty (180) persons with ten percent (10%) buffer

2.4.1.1. Final number to be confirmed five (5) working days prior to the event.

2.4.1.2. Dinner must be served with assisted service buffet setup

2.4.1.2.1. Menu for lunch shall include the following:

2.4.1.2.1.1. Two (2) main courses (choices of chicken, pork or fish)

2.4.1.2.1.2. White rice

2.4.1.2.1.3. Vegetable

2.4.1.2.1.4. Soup and salad

2.4.1.2.1.5. Desserts

2.4.1.2.1.6. One round of drink

2.4.2.4. Provision of one 50cm x 50cm cake with DOST-ASTI logo for dinner time

2.5. Other Requirements

2.5.1. Complimentary standby mineral water dispenser (hot and cold) inside the conference/meeting rooms or equivalent during all the meeting sessions

- 2.5.2. Menu list shall be approved by end-user
- 2.5.3. With alcohol dispenser in strategic locations
- 2.5.4. Provision of additional four (4) microphones per day as needed
- 2.5.5. Provision of electricity and higher bandwidth of internet connectivity
- 2.5.6. Provision of a whole day set-up of lights and sounds for the two function halls for two days
- 2.5.7. Provision of lights and sounds with band (including band set-up) during dinner

2.6. Room Accommodations for Organizers/Secretariat

2.6.1. Modest room accommodation

2.6.1.1. Provision of ten (10) rooms with triple occupancy, specifically with three (3) single beds, or one (1) double bed and one (1) single bed in each room. Good for two (2) nights.

2.6.1.2. Provision of two (2) single-occupancy room. Good for two (2) nights.

2.6.1.3. A guarantee of total of 10 rooms per night. Final number of rooms to be confirmed 5 working days prior to the event.

2.6.1.4. Air-conditioned, quiet, sanitized based on safety and health protocols for COVID-19, and with provision of sanitation kit per guest.

2.6.1.5. Good standard, i.e., no leaks and unsightly markings in beds/beddings/ceilings, etc.

2.6.1.6. With free and stable Wi-Fi

2.6.1.7. With own toilet and bath per room

3. Payment and Delivery Terms

3.1. The winning bidder must have a provision for a Send Bill Arrangement where payment shall be made after the event's conclusion and upon receipt and approval of the DOST-ASTI of the final Billing Invoice from the Supplier.

3.1.1. Provision for fifty percent (50%) down payment, if needed.

3.2. Bill/Statement of Account must reflect breakdown of charges for the following:

3.2.1. Function hall, conference room, meeting room, and small room lease

3.2.2. Meals

3.2.3. Room accommodation for organizers and/or secretariat

3.3. Payment shall be based on the actual number of persons (guaranteed or any additional person/s as confirmed by the DOST-ASTI).

3.4. Price must include taxes and other service charges.

4. Other Conditions

4.1. The Supplier shall allow the DOST-ASTI to change the dates in case of emergencies, any untoward incidents that may occur, etc. Thus, no charges will be paid by the DOST-ASTI in any request of rescheduling of the event/activity,

4.2. The DOST-ASTI has the right to terminate the contract when a) outside of force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period/s specified in the contract; b) as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; and c) the Supplier fails to perform any obligation under the contract.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 2,300,000.00

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.*