



**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:	Mar-03-2023, 2:00 PM		
RFQ No.:	23-02-4278	Date:	February-27-2023
PR No.:	ULAT-23-02-16179	Date:	February-20-2023

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 Accommodation of VIPs and Meeting room for the Iloilo GRS Inauguration</p> <p>1. GENERAL STATEMENT</p> <p>1.1. The DOST-ASTI, herein referred to as the "Institute," is seeking for qualified and competent bidders for the lease of venue for the accommodation of VIPs and meeting room for the Iloilo GRS Inauguration.</p> <p>1.2. The Approved Budget for the Contract indicated herein is inclusive of all applicable government taxes and service charges.</p> <p>1.3. The technical specifications indicated herein are the minimum requirements unless otherwise specified.</p> <p>2. SPECIFICATIONS</p> <p>2.1. Place and Dates of Event</p> <p>2.1.1. Tentative Dates: 9 March 2023 - 11 March 2023</p> <p>2.1.1.1. These dates are subject to the confirmation of VIP guests.</p> <p>2.1.2. Place: Within Iloilo City</p> <p>2.2. Room Accommodation Requirements</p> <p>2.2.1. Modest room accommodation</p> <p>2.2.1.1. Maximum of eight (8) rooms good for two (2) nights.</p> <p>2.2.1.2. Air-conditioned, quiet, sanitized based on</p>	1	lot	76120.00	76,120.00

safety and health protocols for COVID-19 and with provision of sanitation kit per guest.

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

2.2.1.4. With free and stable Wi-Fi.

2.2.1.5. With own restroom per room.

2.3. Meeting Room Requirements

2.3.1. Room must be fully air-conditioned.

2.3.2. Can accommodate up to eight (8) persons.

2.3.3. With tables and chairs.

2.3.4. With adequate power source

2.3.5. With available equipment and platforms, as follows:

2.3.5.1. Projector screen

2.3.5.2. Audio and video equipment

2.3.5.3. At least two (2) microphones

2.3.5.4. Extension wires

2.3.5.5. A dedicated WiFi Access

2.4. Other Requirements

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

3. PAYMENT AND DELIVERY TERMS

3.1. The winning bidder must have a provision for a Send Bill Arrangement wherein payment shall be made after the conclusion of the event and upon receipt and approval of the Institute of the final Billing Invoice from the winning bidder / service provider.

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

3.2.1. Meeting Room Lease

3.2.2. Room Accommodation

3.3. Payment shall be based on the actual number of rooms occupied on the duration of the lease.

3.4. Price must include taxes and other service charges.

3.5. In the event of force majeure, DOST-ASTI has the right to terminate the contract when, that occurs due to force majeure, the supplier is unable to deliver or perform any or all the Goods and Services pursuant to the 2016 IRR of RA No. 9184.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 76,120.00

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.