



**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-08-2024, 2:00 PM		
<b>RFQ No.:</b>	24-04-4739	<b>Date:</b>	April-02-2024
<b>PR No.:</b>	SAR-AIS-24-03-18800	<b>Date:</b>	March-06-2024

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 the Conduct of Culmination Event of SARwAIS Project</b></p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent service providers for the Lease of Venue with Catering Services, for the conduct of the Culmination Event of the SARwAIS Project.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>2. Specifications</p> <p>2.1. Place</p> <p>2.1.1. Within Metro Manila (Quezon City or Pasay City)</p> <p>2.2. Date:</p> <p>2.2.1. May 17, 2024</p> <p>2.3. Function Hall Requirements</p> <p>2.3.1. Room must be fully air-conditioned</p> <p>2.3.2. No pillars in the middle of the room (Preferred)</p> <p>2.3.3. High ceilings (Preferred)</p> <p>2.3.4. With one (1) elevated speaker platform/stage</p> <p>2.3.5. With one (1) elevated platform for media equipment</p>	1	lot	521022.04	521,022.04

- 2.3.6. Preferably with good lighting
- 2.3.7. Duration of the Event Proper: 9:00 AM – 2:00 PM
  - 2.3.7.1. Function hall can accommodate a maximum of one hundred fifty (150) pax.
  - 2.3.7.2. With tables and chairs, seating arrangement to be provided by the End-user ten (10) calendar days upon issuance of Notice to Proceed (NTP).
- 2.3.8. With adequate space on the foyer/lobby before the function for standees, exhibits and registration table. The supplier must also provide tables and chairs for the registration booth. Set-up will be provided by the End-user ten (10) calendar days upon issuance of NTP.
- 2.3.9. With adequate power source for the attendees and the secretariat.
- 2.3.10. With available equipment and services, as follows:
  - 2.3.10.1. LED wall to project for the audience
    - 2.3.10.1.1. With a minimum dimension of 3m x 5m or better
  - 2.3.10.2. Allowed ingress and egress time for the function room
    - 2.3.10.2.1. Ingress: 5:00 AM – 6:00 AM
    - 2.3.10.2.2. Egress: Two (2) hours after the conclusion of the event
  - 2.3.10.3. Light and Audio Equipment
    - 2.3.10.3.1. Basic sound system
    - 2.3.10.3.2. Lighting system bright enough for reading
    - 2.3.10.3.3. Usage from 8:00 AM – 2:00 PM
  - 2.3.10.4. At least two (2) microphones
    - 2.3.10.4.1. Usage from ingress to egress
    - 2.3.10.4.2. Provision of additional two (2) microphones upon request of End-user
  - 2.3.10.5. Podium
  - 2.3.10.6. A dedicated internet connection of 25Mbps or better for the planned videoconference and streaming sessions
    - 2.3.10.6.1. Usage from 6:00 AM – 2:00 PM
    - 2.3.10.6.2. Provision of additional charges for electricity and higher bandwidth of internet connectivity.
- 2.4. A room shall be used as a secretariat holding room
  - 2.4.1. Holding room can be used starting from ingress to egress
- 2.5. Meal requirements
  - 2.5.1. Served during the event.
    - 2.5.1.1. Morning snacks will be served plated, while lunch is an assisted buffet, based on the preference of End-user.
    - 2.5.1.2. A maximum of one hundred fifty (15) persons for morning snacks and buffet lunch with a guarantee of one hundred (100) persons, with ten percent (10%) buffer. Final number of attendees shall be confirmed by the End-user ten (10) calendar days prior to the event.
    - 2.5.1.3. Lunch must be served with assisted service buffet set-up
    - 2.5.1.4. Menu for buffet lunch shall include the following:
      - 2.5.1.4.1. Two (2) Main Courses: Choices of chicken, pork, or fish
      - 2.5.1.4.2. Rice

- 2.5.1.4.3. Vegetable
- 2.5.1.4.4. Soup
- 2.5.1.4.5. Desserts or Fruits
- 2.5.1.4.6. Juice/Soda/Iced Tea (one (1) round) to be served to the guests' table
- 2.5.1.4.7. Includes thirty (30) plated meals (from the total number of pax) for VIPs, subject for confirmation from end-user.
- 2.5.1.5. Menu for morning snacks shall include the following:
  - 2.5.1.5.1. Choice of pasta or sandwich
  - 2.5.1.5.2. Must be plated
- 2.5.1.6. With free-flowing coffee or tea during the event
- 2.5.2. Menu list shall be approved by end-user
- 2.5.3. Complimentary standby mineral water dispenser (hot and cold) inside the conference/meeting rooms.
- 2.5.4. Wine for Toasting Ceremony
  - 2.5.4.1. Glasses of wine must be provided for all the guests of the event.
  - 2.5.4.2. The glasses must be served to all the guests upon notification by one (1) member of the secretariat on the day of the event.
- 2.6. Other Requirements for the Session/s (As applicable)
  - 2.6.1. Function hall should have complimentary use of other facilities such as parking for arriving VIPs.
  - 2.6.2. The meeting/conference package shall include event and directional signages in the venue (electronic or printed), complimentary tabletop name plates for VIPs, special guests, and speakers (if available), pen/pencils and paper for note taking purposes of guests and secretariat, and other necessary services such as assistance to guests and organizers, doctor on call, medical assistance and transportation services.
  - 2.6.3. Must have an assigned technical support to assist during the whole duration of event
  - 2.6.4. Must have a dedicated events coordinator/manager for any meal requirement concerns
  - 2.6.5. Must provide housekeeping and security
- 2.7. Room accommodation for the secretariat / organizers a day before the event (May 16 to 17, 2024, 2D1N)
  - 2.7.1. Modest room accommodation
  - 2.7.2. Maximum of eight (8) rooms, good for one (1) night
    - 2.7.2.1. One (1) single occupancy room
    - 2.7.2.2. Seven (7) double occupancy rooms
  - 2.7.3. Air-conditioned, quiet, sanitized based on safety and health protocols for COVID-19 and with provision of sanitation kit per guest.
  - 2.7.4. Rooms must be air-conditioned with standard amenities such as safety deposit box, closet, clean toilet and bathroom, beddings, towels and toiletries (tissue, shampoo, conditioner and soap);
  - 2.7.5. Good standard, i.e., no leaks and unsightly markings in beds/beddings/ceilings, etc.
  - 2.7.6. With free and stable Wi-Fi
  - 2.7.7. With complimentary breakfast
  - 2.7.8. With own restroom per room with hot and cold

shower water supply  
 2.7.9. With access to all hotel facilities  
 2.7.10. Other Room Requirements  
 2.7.10.1. Hotel must provide special rates for Single and Double Occupancy Rooms, inclusive of all government taxes and charges.  
 2.7.10.2. Provision for hotel-airport-hotel transfers for speakers and guests.

**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 DOST-ASTI of the following documents from the service provider:  
 3.1.1. Final billing invoice;  
 3.1.2. Event order acknowledged by end-user;  
 3.1.3. Summary of meals served (menu with number of persons served); and  
 3.1.4. Room accommodation list.  
 3.2. Bill/Statement of Account must reflect breakdown of charges for the following:  
 3.2.1. Function hall lease;  
 3.2.2. Meals; and  
 3.2.3. Room Accommodation for organizers/secretariat.  
 3.3. Payment shall be based on the actual number of persons.  
 3.5. Price must include all government taxes and other service charges.  
 3.6. DOST-ASTI has the right to a) terminate the contract when the supplier is unable to deliver or perform any or all the Goods and Services or b) reschedule the event due to force majeure pursuant to the 2016 revised IRR of RA No. 9184.

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

**Php 521,022.04**

**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.