



**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:	Nov-28-2023, 2:00 PM		
RFQ No.:	23-11-4647	Date:	November-24-2023
PR No.:	NetMeshR8-23-11-18386	Date:	November-22-2023

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 conduct of NetMesh Project Closeout</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the lease of venue including catering services for the NetMesh Project Closeout.</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. MINIMUM REQUIREMENTS</p> <p>2.1. One (1) Lot Lease of Venue for the conduct of NetMesh Project Closeout</p> <p>2.2. Place and Date of Event</p> <p>2.2.1. Tentative Schedule: 04 December 2023 (may subject to change)</p> <p>2.2.2. Dates shall be confirmed by the end-user at least 10 calendar days prior to the final event schedule</p> <p>2.2.3. Place: Around Metro Manila only</p> <p>2.3. Function Hall/Conference Room/Meeting Room Requirements</p> <p>2.3.1. Function Hall/Conference Room</p> <p>2.3.1.1. The room must be fully</p>	1	lot	156150.00	156,150.00

air-conditioned.

- 2.3.1.2. Can accommodate 50 people.
- 2.3.1.3. With tables and chairs.
- 2.3.1.4. With space outside the function hall/ conference room for standees and secretariat table, which can accommodate (1) one table and (3) three chairs.
- 2.3.1.5. With adequate power source
- 2.3.1.6. With available equipment and platforms, as follows:
 - 2.3.1.6.1. Projector
 - 2.3.1.6.2. Projector screen
 - 2.3.1.6.3. Audio and video equipment
 - 2.3.1.6.4. At least two (2) microphones
 - 2.3.1.6.5. Extension cords for charging of laptops of organizers and attendees
 - 2.3.1.6.6. Podium
 - 2.3.1.6.7. Whiteboard or flipchart with markers
 - 2.3.1.6.8. With an assigned support for network/video/ audio to assist during the event.

2.4. Other requirements

- 2.4.1. Function Hall Room
 - 2.4.1.1. Function Hall Room should have complimentary use of other facilities such as parking, holding room /waiting room for VIPs.
 - 2.4.1.2. The function room shall include event welcome signage 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 and transportation services.
- 2.4.2. Meal requirements
 - 2.4.2.1. Guaranteed pax of fifty (50) with ten percent (10%) buffer
 - 2.4.2.2. Meals should be served for lunch.
 - 2.4.2.3. Snacks are to be served during AM/PM Snacks with drinks.
 - 2.4.2.4. Must include one (1) plated vegetarian

snack
(no onion, no garlic, no spring onion, no leeks)

2.4.2.5. Preferred menu for lunch as follows:

2.4.2.5.1. Choice of soup

2.4.2.5.2. Choice of Salad or Pasta (for confirmation of end-user)

2.4.2.5.3. Two (2) sets of viands (chicken, beef, or fish)

2.4.2.5.4. White rice

2.4.2.5.5. Vegetable meal

2.4.2.5.6. One (1) plated vegetarian meal (no onion, no garlic, no spring onion, no leeks)

2.4.2.5.7. With fruits or desserts

2.4.2.5.8. Fruit juice/Soda/Iced tea (one (1) round) or served to the guests' table

2.4.2.6. Other requirements

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

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

2.4.2.6.3. Provision of cocktail food and drinks for the socials. Actual drink selection to be approved by DOST-ASTI.

2.4.2.6.4. Provision of entertainment for the socials, with one (1) artist or band to perform at least two (2) sets.

2.4.2.6.5. Menu list for the event proper and socials shall be approved by end-user.

2.5. Room Accommodation for Regional Attendees/Organizers

2.5.1. Modest room accommodation

2.5.2. Maximum of five (5) rooms

2.5.2.1. Three (3) rooms for single occupancy

2.5.2.2. Two (2) rooms for twin sharing

2.5.3. Air-conditioned, quiet, and sanitized.

2.5.4. Good standard, i.e., no leaks and unsightly markings in bedding/ceilings, etc

2.5.5. With free and stable Wi-Fi

2.5.6. With own restroom per room

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. Function Hall/Conference Room/Meeting Room and Small Rooms Lease

3.2.2. Meals

3.2.3. Room Accommodation for Organizers / Secretariat

3.3. Payment shall be based on the actual number of usage.

3.4. Price must include government taxes and other service charges.

3.5. In the event of force majeure, DOST-ASTI has the right to reschedule or terminate the contract when, 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 156,150.00

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.