



**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:	Jan-16-2023, 2:00 PM		
RFQ No.:	23-01-4243	Date:	January-11-2023
PR No.:	GAA-23-01-15925	Date:	January-05-2023

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.

EMMANUEL P. BALINTEC
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>LEASE OF VENUE FOR THE DOST-ASTI STRATEGIC PLANNING WORKSHOP 202</p> <p>1. Overview</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) requires a venue, specifically function hall/conference room with other amenities/facilities, inclusive of meals and room accommodation for ASTI staff, for its 2023 Strategic Planning.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and service charges.</p> <p>1.3. The technical requirements indicated herein are minimum requirements, unless otherwise specified.</p> <p>2. Location and Schedule</p> <p>2.1. Location: Baguio</p> <p>2.2. Tentative Schedule: 25-27 January 2023</p> <p>2.2.1. Check in on 25 January 2023, check out on 27 January 2023 (Tentative)</p> <p>2.2.2. ASTI reserves the right to revise the schedule, if necessary, and inform the venue at least 10 days prior to the conduct of the event.</p> <p>3. Room Accommodation</p> <p>3.1. Number of Persons: Thirty-two (32)</p> <p>3.2. Room Types and Arrangement, as follows:</p>	1	lot	397254.00	397,254.00

- 3.2.1. One (1) standard single room for the agency head/director
- 3.2.2. Standard twin/triple sharing rooms for thirty-one (31) guests
- 4. Function Rooms and Other Facilities
 - 4.1. Function/Conference Room
 - 4.1.1. Can house thirty-two (32) guests
 - 4.1.2. Fully airconditioned
 - 4.1.3. Classroom type arrangement of tables and chairs
 - 4.1.4. With stable and fast Wi-Fi connection
 - 4.1.5. Provision of extension outlets for participants' laptops
 - 4.1.6. With audio/video equipment at no cost to ASTI such as LCD projector/LED screen, three (3) microphones, among others
 - 4.1.7. With pads and pencils
 - 4.2. Complimentary use of other facilities or amenities, i.e., parking, gym, etc.
- 5. Meals for thirty-two (32) Guests
 - 5.1. Meals per Day
 - 5.1.1. Day 1: AM snacks, lunch, PM snacks, dinner
 - 5.1.2. Day 2: Breakfast, AM snacks, lunch, PM snacks, dinner
 - 5.1.3. Day 3: Breakfast, AM snacks, lunch, individually packed PM snacks
 - 5.2. Menu
 - 5.2.1. Menu for breakfast/lunch/dinner should include three (3) viands consisting of meat dish, seafood dish and vegetable dish, with dessert and choice of beverages (fruit juice/soda/lemon iced tea)
 - 5.2.2. Meals for one (1) pure vegetarian guest (no meat, no seafood and fish/shellfish, no onion, no garlic, no beef/chicken bouillon, no oyster sauce, no fish sauce, no animal fat oil)
 - 5.2.3. With free-flowing brewed coffee and tea including mints and candies during sessions.
 - 5.2.4. Supplier must provide menu list with separate dish menu for vegetarian.
 - 5.2.5. All meals for selection and approval of ASTI.
- 6. Pricing and Payment
 - 6.1. Price quotation must be inclusive of applicable government taxes and charges. Supplier must provide breakdown of its price quotation upon submission to the ASTI BAC Secretariat.
 - 6.2. A single advance payment not to exceed 50% of the total amount of the contract price may be allowed subject to the compliance of end-user and supplier procurement requirements.
 - 6.3. Full payment shall be processed upon submission of complete documents from end-user and supplier.
 - 6.4. Payment shall be through LDDAP.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 397,254.00

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.