



**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>	May-09-2025, 2:00 PM		
<b>RFQ No.:</b>	25-05-5216	<b>Date:</b>	May-05-2025
<b>PR No.:</b>	GAA-25-04-21100	<b>Date:</b>	April-30-2025

*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.

**JEFFREY A. ABOROT**  
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<b>Lease of Venue with Accommodation and Meals for the ASTI Teambuilding Activity</b> 1. BACKGROUND AND OBJECTIVES  1.1. The DOST-ASTI will be conducting its Teambuilding Activity, with tentative schedule on 10-11 June 2025, to be participated in by the DOST-ASTI personnel. This event is designed to improve employee motivation and engagement, support well-being, and boost morale, thereby promoting work efficiency and higher productivity.  1.2. To ensure an effective and focused experience, the team-building session will be held outside the DOST-ASTI premises. This will create an environment that encourages active participation and engagement. Furthermore, given the lack of an adequate venue within the DOST-ASTI facilities to accommodate all participants, the provision of a suitable venue, along with meals and accommodation, is necessary to ensure the success of the event.  1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.	1	lot	900000.00	900,000.00

## 2. SPECIFICATIONS

### 2.1. Dates of Event and Venue

#### 2.1.1. Date of travel: 10-11 June 2025 (Tentative)

2.1.1.1. Dates may be subject to change. Dates shall be confirmed by DOST-ASTI at least seven (7) calendar days prior to the final event schedule.

#### 2.1.2. Venue: Morong, Bataan

##### 2.1.2.1. Function Room

2.1.2.1.1. Location of Function Room/Events Center must be within the same building/address

2.1.2.1.2. Availability of Function Room/Events Center on 10 June 2025 (8:00 AM-12:00 MN) and 11 June 2025 (8:00 AM – 1:00 PM)

##### 2.1.2.1.3. Amenities of Function Room

2.1.2.1.4. Can accommodate a maximum of two hundred (200) participants, guaranteed number of one hundred fifty (150) pax

2.1.2.1.5. Round/Banquet set-up (with enough/sufficient space in the middle, that can accommodate/be used for physical activities)

##### 2.1.2.1.6. Technical booth

##### 2.1.2.1.7. Secretariat's table with chairs

##### 2.1.2.1.8. At least two (2) microphone units

##### 2.1.2.1.9. With LCD projector and screen

##### 2.1.2.1.10. Free and steady Wi-Fi connection in the function room

##### 2.1.2.1.11. Waived electricity charges for use of laptops and projector

##### 2.1.2.1.12. With provision for extension wire/cords

##### 2.1.2.1.13. Audible/Operational sound system

#### 2.1.3. Teambuilding Package with Outdoor Venue and Facilitators

2.1.3.1. With area for outdoor activities that can accommodate a maximum of two hundred (200) participants

2.1.3.2. Provision of teambuilding facilitators and marshals that shall guide the entire teambuilding

activities.

2.1.3.3. Teambuilding activities preferably with water activities/games

2.1.4. Facilities

2.1.4.1. Continuous water supply and accessible comfort rooms

2.1.4.2. Adequate fire alarm, standby fire extinguisher, and accessible emergency exit

2.1.4.3. Available internet connection within the premises of the venue

2.1.4.4. Provision of janitorial and maintenance services

2.1.4.5. Adequate security service, 24 x 7 security services available

2.1.4.6. Provision of first aid kit in case of emergency

2.1.5. Room Accommodation

2.1.5.1. One (1) single occupancy room for director with breakfast included

2.1.5.2. Rooms that can accommodate a maximum of 199 pax with breakfast included.

2.1.5.3. Airconditioned rooms with own toilet and bath and continuous water supply per room

2.1.5.4. Provision of towel and toiletries

2.1.5.5. Allows early check-in (before lunch) or a secured room to be provided on Day 1 to store participants' luggage if activities are ongoing without additional fees; and complimentary use of amenities.

2.1.6. Food and Beverages

2.1.6.1. Meals for a maximum of two hundred (200) pax, guaranteed number of one hundred fifty (150) pax

2.1.6.2. Meal requirements are as follows:

2.1.6.2.1. Day 1 - AM snacks, managed buffet lunch, PM snacks, managed buffet dinner, pica pica, and drinks for socials

2.1.6.2.2. Day 2 - AM snacks, managed buffet lunch, PM snacks (packed)

2.1.6.3. AM and PM snacks choice of menu with beverage such as (but not limited to) pasta with bread/pastries, sandwiches, among others and drinks.

<p>2.1.6.4. Lunch and dinner choice of menu must consist of at least three (3) main courses (fish/pork/chicken/beef), vegetables, rice, dessert, soup, and one round of iced tea/juice/soda.</p> <p>2.1.6.5. Can accommodate dietary restrictions of some personnel.</p> <p>2.1.6.6. With free-flowing coffee (preferably brewed), tea, drinking water and candies in the function hall for the whole duration of event.</p> <p>2.1.6.7. External provider shall provide menu for AM &amp; PM snacks, lunch and dinner. The DOST-ASTI shall approve the final menu list and will notify the provider of the dietary restrictions of some personnel at least seven (7) calendar days before the conduct of the event.</p> <p>2.1.6.8. With ten percent (10%) buffer on meals.</p> <p>2.1.7. Parking Space</p> <p>2.1.7.1. Large free parking space that can accommodate at least four (4) buses and three (3) private vehicles within or near the venue.</p> <p>3. Other conditions</p> <p>3.1. The final number of attendees and arrangements for accommodation shall be coordinated by the end-user, through a written notice (letter or email), within three (3) calendar days upon issuance of Notice to Proceed.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Price quotation must be inclusive of applicable government taxes and charges.</p> <p>4.2. Supplier must provide a breakdown of its price quotation including food menu options upon submission to the DOST-ASTI BAC Secretariat, including folio of charging.</p> <p>4.3. 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 with the procurement requirements</p> <p>4.4. In the event of force majeure, DOST-ASTI can terminate the contract or move the event date without additional charges to the Institute pursuant to the 2016 revised IRR of RA No. 9184.</p> <p>4.5. Full payment shall be processed upon completion of the activity and submission of complete documents from the provider.</p>				
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b>				<b>Php 900,000.00</b>

## 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.