



**BIDS AND AWARDS COMMITTEE  
REQUEST FOR QUOTATION**

The Technology Application and Promotion Institute (TAPI), through its Bids and Awards Committee, will undertake an Alternative Method of Procurement through **Lease of Real Property and Venue (Sec. 53.10)** for the following project:

Name of Project: **“Lease of Venue for the TAPI Team Building for CY 2024”**

Total Approved Budget for the Contract (ABC): **Php 516,320.00 (Inclusive of VAT)**

ITEM NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1	Php 516,320.00	1 lot	<p><b>Lease of Venue for TAPI Team Building for CY 2024</b></p> <p>Specifications:</p> <p><b>Venue Rental:</b> Accommodation for 1 Night &amp; 2 Days Stay total of 115 pax Check-in: June 10, 2024 Check-out: June 11, 2024</p> <p><b>Rooms:</b> 11 Standard Rooms: 4 pax per room 12 Family Room: 6 pax per room 1 Deluxe Balcony: 2 pax per room</p> <p><b>Meals: (115 pax)</b> Day 1: (June 10, 2024) Buffet Lunch: (2 Main Dish: Beef &amp; Chicken, Vegetable, Soup, Dessert, Drinks, Rice) PM Snack: (Dessert or Pasta with Sandwich, Drinks) Buffet Dinner: (2 Main dish: Pork and Fish, Vegetable, Soup, Dessert, Drinks, Rice)</p> <p>Day 2: (June 11, 2024) Buffet Breakfast: (2 Main Dish: Beef and Fish, Vegetable, Dessert, Drinks, Rice) AM Snack: (Pasta or Sandwich and Drink )</p> <p><b>Team Building Amenities:</b> Activity Area by the Beach Side Team Building Facilitator Medical Personnel Stand-by Wide Parking Area</p> <p><b>Location:</b> Bataan or Zambales</p>

Interested suppliers are required to submit the following valid and current eligibility documentary requirements (**Note: Failure to submit the following documents will result to DISQUALIFICATION**):

1. Mayor's/Business Permit (The line of business should be related to the procurement project). In case it is not yet available, Mayor's or Business Permit for the preceding year with the Official Receipt for renewal of application;
2. PhilGEPS Registration Certificate/Registration No.;
3. Latest Income Tax Return; and
4. Duly signed Price Quotation Form (use Annex "A" ONLY).

**SUBMIT THE DULY SIGNED PRICE QUOTATION FORM (Annex A) AND SCANNED COPY OF ELIGIBILITY DOCUMENTS** to the BAC Secretariat on or before **16 May 2024 – Thursday– 5:00 PM** through electronic-mail at [procurement@tapi.dost.gov.ph](mailto:procurement@tapi.dost.gov.ph).

Bidders must bid to **ALL ITEMS**. Award of contract shall be made to the lowest quotation, **WHICH COMPLIES WITH THE MINIMUM TECHNICAL SPECIFICATIONS AND/OR DESCRIPTION** and other terms and conditions stated herein; **AND WITH A PASSING RATE OF EIGHTY PERCENT (80%)** making use of the rating factors for lease of venue such as availability, location and site condition, neighborhood data, quality of venue, food and facilities. **Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.**

If the bidder has "**Passed**" the Post-Qualification (PQ) and has been declared as having the Single Calculated Responsive Bid (SCRB) or Lowest Calculated and responsive Bid (LCRB), the bidder must submit the **the following applicable document within three (3) calendar days** upon receipt of notification that they passed the PQ before the BAC issue the corresponding Notice of Award (NOA):

1. **For sole proprietorship** - notarized Special Power of Attorney if a person other than the general manager or sole proprietor submits a bid for or represents the company for the bidding activities;
2. **For partnership, corporation, cooperative, or joint venture** - notarized Secretary's Certificate or Board/Partnership Resolution.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by the bidder or his/her duly authorized representative/s. The Technology Application and Promotion Institute (TAPI) reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may email us at [procurement@tapi.dost.gov.ph](mailto:procurement@tapi.dost.gov.ph).

Very truly yours,

  
**ATTY. ALDRITZ IGNACIO P. JURADO III**  
Chairperson, BAC

Annex "A"

**PRICE QUOTATION FORM**

Date \_\_\_\_\_

The Bids and Awards Committee  
Technology Application and Promotions Institute  
TAPI Bldg. DOST Compound, Gen. Santos Avenue,  
Bicutan, Taguig City

Sir/Madam:

After Having Carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item No.	Qty & Unit	DESCRIPTION	Bid Offer per Unit	Total Bid Price per Item
1	1 lot	<p><b>Lease of Venue for TAPI Team Building for CY 2024</b></p> <p>Specifications:</p> <p><b>Venue Rental:</b> Accommodation for 1 Night &amp; 2 Days Stay total of 115 pax Check-in: June 10, 2024 Check-out: June 11, 2024</p> <p><b>Rooms:</b> 11 Standard Rooms: 4 pax per room 12 Family Room: 6 pax per room 1 Deluxe Balcony: 2 pax per room</p> <p><b>Meals: (115 pax)</b> Day 1: (June 10, 2024) Buffet Lunch: (2 Main Dish: Beef &amp; Chicken, Vegetable, Soup, Dessert, Drinks, Rice) PM Snack: (Dessert or Pasta with Sandwich, Drinks) Buffet Dinner: (2 Main dish: Pork and Fish, Vegetable, Soup, Dessert, Drinks, Rice)</p> <p>Day 2: (June 11, 2024) Buffet Breakfast: (2 Main Dish: Beef and Fish, Vegetable, Dessert, Drinks, Rice) AM Snack: (Pasta or Sandwich and Drink )</p> <p><b>Team Building Amenities:</b> Activity Area by the Beach Side Team Building Facilitator Medical Personnel Stand-by Wide Parking Area</p> <p><b>Location:</b> Bataan or Zambales</p>		
			TOTAL BID OFFER	

Total amount in words: \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Name of Company  
Company Address:

Email Add: \_\_\_\_\_ Contact No/s: \_\_\_\_\_

Business / Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)