



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute
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 APCTT Workshop on Strategic Approaches to Assessing Market Potential for Technology Innovations on 05 September 2024 ”**

Total Approved Budget for the Contract (ABC): **Php 335,625.00 (Inclusive of VAT)**

ITEM NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1	Php 335,625.00	1 lot	Food and Venue with least 280 sqm near NAIA Terminal 3, Pasay City Food for 75 guests (am & pm snacks and lunch) Buffet Lunch with at least 3 viands (choices of fish, sea food, chicken and beef), vegetables, rice, soup and dessert Two-item morning snack One round of iced-tea during lunch Free flowing coffee, tea, and water Ingress of at least 8 hours Tables and chairs (based on the end-user layout) Wifi internet access AV Technician support Stage platform Basic Sound system with podium Two (2) Family room accommodations for 4 pax each, available for ingress on September 4, 2024 Event date: September 5, 2024 8:00AM - 6:00PM

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 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 **23 August 2024 – Friday – 12:00 NN** through electronic-mail at 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.

Very truly yours,



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

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>Lease of Venue for APCTT Workshop on Strategic Approaches to Assessing Market Potential for Technology Innovations on 05 September 2024</p> <p>Food and Venue with least 280 sqm near NAIA Terminal 3, Pasay City</p> <p>Food for 75 guests (am & pm snacks and lunch) Buffet Lunch with at least 3 viands (choices of fish, sea food, chicken and beef), vegetables, rice, soup and dessert Two-item morning snack One round of iced-tea during lunch Free flowing coffee, tea, and water</p> <p>Ingress of at least 8 hours Tables and chairs (based on the end-user layout) Wifi internet access AV Technician support Stage platform Basic Sound system with podium Two (2) Family room accommodations for 4 pax each, available for ingress on September 4, 2024</p> <p>Event date: September 5, 2024 8:00AM - 6:00PM</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)

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

I, _____, of legal age, single/married, Filipino, a resident of _____, and the Proprietor/Owner of _____, with principal place of business at _____, do hereby name, constitute, and appoint _____, Filipino, also of legal age, single/married, and a resident of _____, to be my true and lawful attorney-in-fact, for me and in my name, place, and stead, to do the following:

1. To represent _____ in the public bidding/procurement process of _____ for its _____ project;
2. To participate and sign all the needed documents for the said bidding/procurement process;
3. To submit the eligibility documents that will be required by _____ for the said purpose;
4. To attend in the Bid Opening and Post-Qualification evaluation;
5. To coordinate with _____ and do any other act/s necessary to carry out the aforementioned tasks which I authorized him to do in behalf of _____.

HEREBY GIVING AND GRANTING unto my attorney-in-fact full power and authority to do and perform all and every act requisite or necessary to carry into effect the foregoing authority, as fully to all intents and purposes as I might or could lawfully do if personally present, with full power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact or their substitute/s shall lawfully do or cause to be done by virtue thereof.

IN WITNESS WHEREOF, I have hereunto set our hands this ____ day of _____, in _____.

Principal

Specimen Signatures of the Attorneys-In-Fact:

Signed in the Presence of:

REPUBLIC OF THE PHILIPPINES]
City of _____] Sc.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of _____, on this _____, in the City of _____, personally appeared;

Names	Government ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

I hereby certify that the foregoing instrument, referring to a Special Power of Attorney, consists of _____ [] pages, including this page of acknowledgment.

IN WITNESS WHEREOF, I have hereunto set my signature and affixed my notarial seal on the date and at the place first above-written.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.