



BAC-TRANS-2024-001  
PR No.01-PR24-056

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 and Food for the 37th Anniversary of DOST-TAPI on January 30, 2024”**

Total Approved Budget for the Contract (ABC): **Php 400,000.00 (Inclusive of VAT)**

ITEM NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1	Php 400,000.00	1 lot	<p><b>Lease of Venue and Food for the 37th Anniversary of DOST-TAPI on January 30, 2024</b></p> <p><b>Venue Specifications for 250 pax (within Metro Manila):</b></p> <ul style="list-style-type: none"><li>• Time of event: 1PM to 6PM</li><li>• - Ingress - starts at 6AM</li><li>• - Egress - starts at 9PM</li><li>• Function room with twenty-five (25) round tables with ten (10) pax of chairs for each table and ten (10) cocktail tables for 250 pax capacity</li><li>• - Registration table set-up</li><li>• Stage (4 meters x 8 meters)</li><li>• LED Wall Screen Panel (at least 9ft. x 12ft.)</li><li>• Sound system with at least 5 wireless microphones</li><li>• High Internet/WIFI access (at least 40 mbps and break in into 2-3 channels)</li><li>• Five (5) Extension cords</li><li>• Twenty Five (25) Complimentary Car Pass/ Parking coupons</li><li>• Holding Area/Room</li></ul> <p>Food Specifications for 250 pax:</p> <ul style="list-style-type: none"><li>• PM snacks (pika pika/ finger foods/fruits/cookies) with drinks included and Dinner buffet style with drinks included (kindly provide us menu)</li><li>• - Free free-flowing coffee/tea/juice/water</li><li>• - Free Mints</li><li>• - With free use of fifty (50) pcs of wine glass</li><li>• - Free food tasting for at least (2) pax from DOST-TAPI 37th Anniversary Committee</li></ul> <p>Note: For PM Snacks – Pika pika or sandwich or Pastries or Native Delicacies with drinks included. For Dinner – meal shall include rice, three (3) dishes (2 main dishes (chicken/beef/fish) and a soup or pasta or vegetable), dessert and drinks.</p> <ul style="list-style-type: none"><li>• One (1) Chicken</li><li>• One (1) Beef</li><li>• One (1) Fish</li><li>• One (1) Soup</li><li>• One (1) Vegetable Salad</li><li>• One (1) Dessert</li></ul>

DELIVERY PERIOD: \_\_\_\_\_  
WARRANTY PERIOD: \_\_\_\_\_

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 **22 January 2024 – Monday – 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 "**Passed**" the Post-Qualification (PQ) and declared Single Calculated Responsive Bid (SCRB) or Lowest Calculated and responsive Bid (LCRB), the bidder must submit the **Special Power of Attorney (SPA)** delegating such authority to the person, if a person other than the general manager or sole proprietor submits a bid for or represents the company for the bidding activities upon receipt of notification that they passed the PQ.

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:

<b>Item No.</b>	<b>Qty &amp; Unit</b>	<b>DESCRIPTION</b>	<b>Bid Offer per Unit</b>	<b>Total Bid Price per Item</b>
<b>1</b>	<b>1 lot</b>	<p><b>Lease of Venue and Food for the 37th Anniversary of DOST-TAPI on January 30, 2024</b></p> <p><b><i>Venue Specifications for 250 pax (within Metro Manila):</i></b></p> <ul style="list-style-type: none"><li>• <i>Time of event: 1PM to 6PM</i></li><li>• <i>- Ingress - starts at 6AM</i></li><li>• <i>- Egress - starts at 9PM</i></li><li>• <i>Function room with twenty-five (25) round tables with ten (10) pax of chairs for each table and ten (10) cocktail tables for 250 pax capacity</i></li><li>• <i>- Registration table set-up</i></li><li>• <i>Stage (4 meters x 8 meters)</i></li><li>• <i>LED Wall Screen Panel (at least 9ft. x 12ft.)</i></li><li>• <i>Sound system with at least 5 wireless microphones</i></li><li>• <i>High Internet/WIFI access (at least 40 mbps and break in into 2-3 channels)</i></li><li>• <i>Five (5) Extension cords</i></li><li>• <i>Twenty Five (25) Complimentary Car Pass/ Parking coupons</i></li><li>• <i>Holding Area/Room</i></li></ul> <p><b><i>Food Specifications for 250 pax:</i></b></p> <ul style="list-style-type: none"><li>• <i>PM snacks (pika pika/ finger foods/fruits/cookies) with drinks included and Dinner buffet style with drinks included (kindly provide us menu)</i></li><li>• <i>- Free free-flowing coffee/tea/juice/water</i></li><li>• <i>- Free Mints</i></li><li>• <i>- With free use of fifty (50) pcs of wine glass</i></li><li>• <i>- Free food tasting for at least (2) pax from DOST-TAPI 37th Anniversary Committee</i></li></ul> <p><b><i>Note:</i></b></p> <p><i>For PM Snacks – Pika pika or sandwich or Pastries or Native Delicacies with drinks included.</i></p> <p><i>For Dinner – meal shall include rice, three (3) dishes (2 main dishes (chicken/beef/fish) and a soup or pasta or vegetable), dessert and drinks.</i></p> <ul style="list-style-type: none"><li>• <i>One (1) Chicken</i></li><li>• <i>One (1) Beef</i></li><li>• <i>One (1) Fish</i></li><li>• <i>One (1) Soup</i></li></ul>		

		<ul style="list-style-type: none"><li>• One (1) Vegetable Salad</li><li>• One (1) Dessert</li></ul>		
			TOTAL BID OFFER	

**Delivery Period:** \_\_\_\_\_

**Warranty Period:** \_\_\_\_\_

**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 \_\_\_\_\_.