



BAC-TRANS-2024-030
PR No.03-PR24-161

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: **“Food and Venue for participants of the “Scitech Superhighway Program Paper B Training-Workshop: Response to Examiner’s Action (Mindanao) on May 1 to 4, 2024”**

Total Approved Budget for the Contract (ABC): **Php 233,760.50 (Inclusive of VAT)**

ITE M NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1	Php 233,760.50	1 lot	<p>Food and Venue for participants of the “Scitech Superhighway Program Paper B Training-Workshop: Response to Examiner’s Action (Mindanao) on May 1 to 4, 2024</p> <p>Specifications:</p> <p>FOOD :</p> <ul style="list-style-type: none">• May 2, 2024 Breakfast (for in-house guest) AM snacks with drinks (FORTY (40) PAX; Lunch buffet style with drinks (FORTY (40) PAX) PM snacks with drinks included (FORTY (40) PAX) Dinner buffet style (FORTY (40) PAX)• May 3, 2024 Breakfast (FORTY (40) PAX) AM snacks with drinks (FORTY (40) PAX) Lunch buffet style with drinks (FORTY (40) PAX) PM snacks with drinks (FORTY (40) PAX) Dinner (for inhouse guest)* May 4, 2024 Breakfast (for in-house guest) <p>NOTE: AM & PM Snacks - Pasta w/ Bread/Sandwich/ Pastries/Native Delicacies and Drinks</p> <p>Lunch and Dinner shall consist of soup, main dishes – one dish for each variety (beef/pork, chicken, seafoods & vegetables/pasta), fresh fruits or any dessert, including rice and drinks.</p> <p>VENUE</p> <ul style="list-style-type: none">• Within Davao City Area.• Free use of an air-conditioned and well-lit function room with enough space to accommodate 40 pax (classroom type)* Registration table set-up <p>Inclusions:</p> <ul style="list-style-type: none">☛ Free use of LCD Projector with pointer & clicker☛ Wide LCD projector screen☛ Rostrum/Podium☛ Extension Cords☛ White board, Flip Chart with Markers

			<ul style="list-style-type: none"> ☛ Sound System with 3 wireless and 1 wired microphone with stand (for Q&A portion) ☛ Free use of Strong Wifi connection (at least 40mbps and break in into 2-3 channels) ☛ Papers and Pencils ☛ Mints ☛ Free-flowing brewed coffee and hot tea ☛ Water Station <p>ACCOMODATION (3 nights, 4 days only):</p> <ul style="list-style-type: none"> • 1 Deluxe Room (Solo Bed) • 5 Twin Sharing Room (2 Separate Beds) <p>Check-in: May 1, 2024 Check-out: May 4, 2024</p>
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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;**
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 **15 March 2024 – Friday – 8:00 AM** through electronic-mail at procurement@tapi.dost.gov.ph.

Bidders must bid on **ALL ITEMS**. The contract will be awarded to the bidder offering the lowest quotation, provided it **complies with the minimum technical specifications and/or description and falls within the ABC** as stated above, along with other terms and conditions stated therein. Additionally, a **PASSING RATE OF EIGHTY PERCENT (80%)** must be attained, employing 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.**

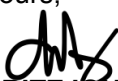
If the bidder has "**Passed**" the Post-Qualification (PQ) and has been declared as having the Single Calculated Responsive Bid (SCRB) or Lowest Calculated and responsive Bid (LCRB), the bidder must submit the **duly notarized Omnibus Sworn Statement (OSS) supported by the following applicable document** 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

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:

Ite m No.	Qty & Unit	DESCRIPTION	Bid Offer per Unit	Total Bid Price per Item
1	1 lot	<p>Food and Venue for participants of the “Scitech Superhighway Program Paper B Training-Workshop: Response to Examiner’s Action (Mindanao) on May 1 to 4, 2024</p> <p>Specifications:</p> <p>FOOD :</p> <ul style="list-style-type: none">• May 2, 2024 Breakfast (for in-house guest) AM snacks with drinks (FORTY (40) PAX; Lunch buffet style with drinks (FORTY (40) PAX) PM snacks with drinks included (FORTY (40) PAX) Dinner buffet style (FORTY (40) PAX)• May 3, 2024 Breakfast (FORTY (40) PAX) AM snacks with drinks (FORTY (40) PAX) Lunch buffet style with drinks (FORTY (40) PAX) PM snacks with drinks (FORTY (40) PAX) Dinner (for inhouse guest)* May 4, 2024 Breakfast (for in-house guest) <p>NOTE: AM & PM Snacks - Pasta w/ Bread/Sandwich/ Pastries/Native Delicacies and Drinks</p> <p>Lunch and Dinner shall consist of soup, main dishes – one dish for each variety (beef/pork, chicken, seafoods & vegetables/pasta), fresh fruits or any dessert, including rice and drinks.</p> <p>VENUE</p> <ul style="list-style-type: none">• Within Davao City Area.• Free use of an air-conditioned and well-lit function room with enough space to accommodate 40 pax (classroom type)* Registration table set-up		

		<p>Inclusions:</p> <ul style="list-style-type: none"> ☛ Free use of LCD Projector with pointer & clicker ☛ Wide LCD projector screen ☛ Rostrum/Podium ☛ Extension Cords ☛ White board, Flip Chart with Markers ☛ Sound System with 3 wireless and 1 wired microphone with stand (for Q&A portion) ☛ Free use of Strong Wifi connection (at least 40mbps and break in into 2-3 channels) ☛ Papers and Pencils ☛ Mints ☛ Free-flowing brewed coffee and hot tea ☛ Water Station <p>ACCOMODATION (3 nights, 4 days only):</p> <ul style="list-style-type: none"> • 1 Deluxe Room (Solo Bed) • 5 Twin Sharing Room (2 Separate Beds) <p>Check-in: May 1, 2024 Check-out: May 4, 2024</p>		
			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 _____.