



**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 Physical Writeshop for GALING Program Proposals and IP Audit”**

Total Approved Budget for the Contract (ABC): **Php 80,000.00 (Inclusive of VAT)**

ITEM NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1	PHP 80,000.00	1 LOT	<p>PURPOSE/ EVENT: Lease of Venue for Two-day Physical Writeshop for GALING Program Proposals and IP Audit schedule</p> <p>LOCATION: Baguio City, Benguet</p> <p>TARGET DATE: December 18-19, 2024</p> <p>DURATION: one and a half (1-½) day inclusive of ingress/egress (at least 2 hours for ingress and 2 hours egress) INGRESS: 5:00 AM or earlier available time to 8:00 AM EGRESS: after the event</p> <p>EVENT PROPER: December 18, 2024: 8:00 am - 5:00 pm December 19, 2024: 8:00 am - 1:00 pm</p> <p>NO. OF PAX: 40 Pax</p> <p>Inclusion:</p> <ul style="list-style-type: none">• Complimentary parking space• Registration Table with four (4) chairs• WiFi Network (for all guests)• Classroom style setup (accommodates 40 pax)• Extension cords that could be used by at least 30 persons• Sound system and microphones; LCD/ LED projector and screen• Inclusive of the specified ingress and egress time of the event day.• Inclusive of Notepad and Pencil• Food for 40 pax and free-flowing Coffee and Tea (available during the entire duration of event)<ul style="list-style-type: none">○ AM Snacks and Drinks (plated) - Bread with sausage and juice○ Lunch and Drinks (buffet) - 1 appetizer, 3 meat viand, 1 vegetable viand, rice, 2 desserts○ PM Snacks and Drinks (plated) - Pasta with bread and juice

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).**

PLEASE SUBMIT THE DULY SIGNED PRICE QUOTATION FORM (Annex A) AND SCANNED COPY OF ELIGIBILITY DOCUMENTS to the BAC Secretariat on or before **13 December 2024 – Friday – 08:00AM** 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 and along with 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 **following applicable document** upon receipt of notification that they passed the PQ before the BAC issues the corresponding Notice of Award (NOA):

1. **For sole proprietorship** - a 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** - a 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, Bids and Awards Committee



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>PURPOSE/ EVENT: Lease of Venue for Two-day Physical Writeshop for GALING Program Proposals and IP Audit schedule</p> <p>LOCATION: Baguio City, Benguet</p> <p>TARGET DATE: December 18-19, 2024</p> <p>DURATION: one and a half (1-½) day inclusive of ingress/egress (at least 2 hours for ingress and 2 hours egress)</p> <p>INGRESS: 5:00 AM or earlier available time to 8:00 AM</p> <p>EGRESS: after the event</p> <p>EVENT PROPER: December 18, 2024: 8:00 am - 5:00 pm December 19, 2024: 8:00 am - 1:00 pm</p> <p>NO. OF PAX: 40 Pax</p> <p>Inclusion:</p> <ul style="list-style-type: none"> ● Complimentary parking space ● Registration Table with four (4) chairs ● WiFi Network (for all guests) ● Classroom style setup (accommodates 40 pax) ● Extension cords that could be used by at least 30 persons ● Sound system and microphones; LCD/ LED projector and screen ● Inclusive of the specified ingress and egress time of the event day. ● Inclusive of Notepad and Pencil ● Food for 40 pax and free-flowing Coffee and Tea (available during the entire duration of event) <ul style="list-style-type: none"> ○ AM Snacks and Drinks (plated) - Bread with sausage and juice ○ Lunch and Drinks (buffet) - 1 appetizer, 3 meat viand, 1 vegetable viand, rice, 2 desserts ○ PM Snacks and Drinks (plated) - Pasta with bread and juice 		
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 _____.