



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

BAC-TRANS-2025-009

**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 Two-day Physical Writeshop for GALING Program Proposals and IP Audit Schedule"

Total Approved Budget for the Contract (ABC): Php 180,750.00 (Inclusive of VAT)

ITEM NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1	PHP 180,750.00	1 LOT	<p>PURPOSE/ EVENT: Lease of Venue with food for Two-day Physical Writeshop for GALING Program Proposals and IP Audit schedule</p> <p>LOCATION: Clark, Angeles, or San Fernando, Pampanga TARGET DATE: January 27-28, 2025 DURATION: 1 and a half (1 ½) days inclusive of ingress/egress (at least 2 hours for ingress and 2 hours egress) INGRESS: 1-2 hours or earlier available time to 9:30 AM EGRESS: 1 hour after the event EVENT PROPER: January 27, 2025: 9:30AM - 6:30PM - January 28, 2025: 9:30AM - 2:00PM -</p> <p>NO. OF PAX: 30 Pax</p> <p>INCLUSION:</p> <ul style="list-style-type: none">- Complimentary parking space- WiFi access (for all guests)- Classroom style setup (accommodates 30 pax)- Extension cords- 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 30 pax and free-flowing Coffee and Tea (available during the entire duration of event)> AM Snacks and Drinks (plated) - Grains (e.g. bread, pasta, noodles, etc.) and juice> Lunch and Drinks (buffet) - 1 appetizer, 2 meat viand, 1 vegetable viand, rice, 1 dessert> PM Snacks and Drinks (plated) - Grains (e.g. bread, pasta, noodles, etc.) and juice <p>Food for January 27, 2025: AM and PM Snack, Lunch Food for January 28, 2025: AM Snack, Lunch</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, the Mayor's or Business Permit for the preceding year, along with the Official Receipt for the renewal application for the current year, may be submitted;
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 **23 January 2025 – Thursday – 12:00NN** 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 with food for Two-day Physical Writeshop for GALING Program Proposals and IP Audit schedule</p> <p>LOCATION: Clark, Angeles, or San Fernando, Pampanga</p> <p>TARGET DATE: January 27-28, 2025</p> <p>DURATION: 1 and a half (1 ½) days inclusive of ingress/egress (at least 2 hours for ingress and 2 hours egress)</p> <p>INGRESS: 1-2 hours or earlier available time to 9:30 AM</p> <p>EGRESS: 1 hour after the event</p> <p>EVENT PROPER: January 27, 2025: 9:30AM - 6:30PM January 28, 2025: 9:30AM - 2:00PM</p> <p>NO. OF PAX: 30 Pax</p> <p>INCLUSION:</p> <ul style="list-style-type: none"> - Complimentary parking space - WiFi access (for all guests) - Classroom style setup (accommodates 30 pax) - Extension cords - 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 30 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) - Grains (e.g. bread, pasta, noodles, etc.) and juice > Lunch and Drinks (buffet) - 1 appetizer, 2 meat viand, 1 vegetable viand, rice, 1 dessert > PM Snacks and Drinks (plated) - Grains (e.g. bread, pasta, noodles, etc.) and juice <p>Food for January 27, 2025: AM and PM Snack, Lunch Food for January 28, 2025: AM Snack, Lunch</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)