



**REQUEST FOR QUOTATION (RFQ) FOR LEASE OF VENUE**  
**(ALL ENTRIES ARE MANDATORY)**

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_ QUOTATION NO. \_\_\_\_\_  
 Name of Business : \_\_\_\_\_ DATE: MAR 12 2024<sup>214</sup>  
 Address: \_\_\_\_\_ P.R. NO.: 2024-D3-510  
 Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_ ABC: Php. 270,000.00  
 FUND SOURCE: GTA

The Benguet State University through its Bids and Awards Committee will undertake NEGOTIATED PROCUREMENT - LEASE OF VENUE for the activity/ies listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Price validity shall be for a period of 30 calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before 5:00 PM of MARCH 15 2024. **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)**
- The item/s shall be procured by:    a) line item;    b) lot;    c) sub-lot
- All required equipment/paraphernalia must be available before the start of the activity.
- The offer shall be rated on the following factors with a total rating of at least 90%:

Rating Factors	Rating
I. Availability	50%
II. Location and Site Condition	10%
III. Neighborhood Data	5%
IV. Venue	35%
<b>Factor Value</b>	<b>100%</b>

- Business Permit Number : \_\_\_\_\_, date of issue: \_\_\_\_\_, place of issue: \_\_\_\_\_  
 \_\_\_\_\_, (if renewal of Business Permit is still on process, please indicate OR No: \_\_\_\_\_, date of OR : \_\_\_\_\_ for the payment of renewal).
- PhilGEPS Registration Number: \_\_\_\_\_

**SAMUEL S. POLIDEN**  
 Chairperson, BAC (Goods & Services)

College/Dept./Office: ORAA

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
	1	lot	<b>Package for 60 pax:</b>			270,000.00		
			<b>I. Availability (50%)</b>					
			Available: March 25-27, 2024					
			<b>II. Location and Site Condition(10%)</b>					
			<u>Level 1</u> , accessible and with parking space					
			<b>III. Neighborhood Data (5%)</b>					
			Clean and very good health condition with security/police station in the area or nearby					
			<b>III. Venue (35%)</b>					
			<b>a. Catering Services (15%)</b>					
			- Meals (buffet style, complete meal - soup, main course (vegetables, fish, pork/chicken dishes) and dessert, comes with free flowing coffee); snacks - Plated style and served with one (1) round of drinks					
			<b>b. Function Hall (5%)</b>					
			- Fully equipped function hall (with sound system, projector, projector screen, WI-FI)					
			<b>c. Lodging/accomodation (15%)</b>					
			- Accomodation for 3 days & 2 nights (includes essential kits such as: soap, toothpaste, toothbrush, shampoo, bathroom tissue , towels, etc.)					
			<b>TOTAL</b>					
			XXXXXXXXXX					

Counter offers:  
 Delivery Period: \_\_\_\_\_  
 Warranty: \_\_\_\_\_  
 Price Validity: \_\_\_\_\_

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name \_\_\_\_\_ Date and Time of Receipt of RFQ \_\_\_\_\_