



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 489

Name of Business : _____

DATE: MAY 12 2024

Address: _____

P.R. NO. : 2024-04-725

Email address: _____ Telephone No. _____

ABC: Php. 86,000

FUND SOURCE: JGJ -GAD

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 May 6, 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	20%
III. Neighborhood Data	0%
IV. Venue	30%
Factor Value	100%

8. 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).

9. PhilGEPS Registration Number: _____

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

College/Dept./Office: GAD OFFICE

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	lot	I.Availability (50%)			86,000.00		
			Available on May 14-15, 2024					
			II. Location and Site Condition (20%)					
			Accessibility: Within Asin, Benguet; Parking Space: 2 slot for BSU bus					
			III. VENUE (30%)					
			a. Catering Services: 10% Meals (buffet set-up) and Snacks (2 lunch, 2 am and pm snacks). Please see attached menu good for 50 pax; Unlimited coffee and drinking water					
b. Function Hall : 10% Air-conditioned hall that can accommodate 50 pax (banquet set-up) Sound/Audio System 3 microphones 1 LCD Projector and Wide screen Unlimited Wi-fi free flowing coffee and drinking water								
c. Facility : 10% Swimming Pool that can accommodate 50 pax								
			TOTAL			86,000.00		

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