



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO. 444

Name of Business : _____ DATE: APR 24 2024

Address: _____ P.R. NO. : 2024-04-801

Email address: _____ Telephone No. _____ ABC: Php. 100,000

FUND SOURCE: _____ DOST-PCAARRD

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 April 30, 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	35%
II. Location and Site Condition	15%
III. Neighborhood Data	0%
IV. Venue	50%
Factor Value	

- 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: _____

100,000

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

College/Dept./Office: CIS-DEVCOM / R4E

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
		<u>lot</u>	I. Availability (35%) * May 9-11, 2024 (35%)					
			II. Location Site Condition (15%) Accessibility: Within La Union (10%) Parking Spaces: Free parking space reserved or near venue (5%)					
			III. Neighborhood Data (0%)					
			IV. Venue (50%)					
			b. Functionality b.1. Available one (1) air-conditioned function/meeting room: (10%) - scheduled from 9:00 AM - 2:00 PM on May 9-10, 2024 - Banquet-like set-up for 8 pax with near power source for the Secretariat b.2. Accommodation/Rooms: (10%) - subject to availability of Twin sharing rooms for 3 days and 1 night (for 9 pax) - inclusive of breakfast b.3. Lighting and ventilation and airconditioning: (4%) Lighting: With natural lighting/fluorescent lights. Ventilation and airconditioning: With mechanical ventilation such as fans and airconditioners either installed directly on walls, or installed in air ducts for supplying air into or exhausting air from a room.					

			c. Facilities: c.3. Elevators: (2%) - At least one (1) operational elevator to go to/come from hotel rooms situated from different floor levels. c.6. Internet and telecommunications: (5%) - Free use of WIFI within the vicinity of the venue. c.7. Audio visual equipment amenities include: (8%) i. At least 1 wireless microphone ii. Projector and screen iii. Waived electricity charges for use of laptops and projectors iv. extension chord			100,000		
			d. Other requirements d.1. Maintenance: (2%) - Provision of janitorial and maintenance services such as garbage collection and technical services d.3. Security: (1%) - Adequate security services 24/7					
			e. Catering Services Family-style set-up (8%) *Rice, meat, vegetables and soup, dessert, overflowing coffee and water May 9: Full Board (Breakfast, Lunch, Dinner, AM/PM snacks) May 10: Full Board (Breakfast, Lunch, Dinner, AM/PM snacks) May 11: Lunch, AM Snacks **Please see attached menu					
			TOTAL			100,000		
			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

Revised: 9/19/2022

KFO 444

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