



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO. 75
 Name of Business : _____ DATE: FEB 12 2024
 Address: _____ P.R. NO. : 2024-01-112
 Email address: _____ Telephone No. _____ ABC: Php. 63,000.00
 FUND SOURCE: SP

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 10:00 Am of Feb-14, 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	100%

- 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: _____

REYNANTE B. BASCO
 Chairperson, EAC (Goods & Services)

College/Dept./Office: CNS- Biology

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			Seminar – Workshop on “Pesticides in the Environment and the Roles of Soil Microbes in Bioremediation”					
			I. Availability (35%)			PGS, 000		
			February 15, 2024					
			II. Location Site Condition (15%)					
			Accesability: W/in <u>La Trinidad</u> (10%)					
			Parking Spaces : Free parking spaces <u>W/in the premises</u> (5%)					

			III. Neighborhood Data (0%)						
			IV. Venue (50%)						
			A. Functionality : a.1. Available wide function hall on February 15, 2024 at 8:00am to 5pm in the afternoon good for 60 pax with tables and chairs (10%)						
			a.2: lighting and ventilation: The venue has fans and airconditioners installed in the hall (5%)						
			B. Facilities						
			c.1. internet connection. free and strong wifi connection within the venue (10%)						
			c.2. Audio visual equipment amenities includes: microphones, sound system, projector and screen, waived electricity charges for laptops and projectors (10%)						
			d. other requirements						
			d.1. Maintenance: Provision of janitorial and maintenance services such as garbage collection and technical services (5%)						
			d.2. Adequate security services (1%)						
			e. catering services (9%)						
			(Buffet set-up) Meals (Lunch for 3 days) Menu for Day 1 (February 15, 2024) : Steamed chicken, pork shanghai, Ginataang laing, Rice and fruits Day 2 for pick-up (February 16,2024): Porkchop, Fish w/ tausi, soup, rice and fruits Day 3 for pick-up (February 19, 2024): Beefsteak, Fried fish, Sayote guisado, rice and fruits						
			Snacks (am and pm for 3 days) Menu for Day 1 (February 15, 2024): Ham w/ egg, Lettuce sandwich, brewed coffee Day 2 for pick-up for February 16,2024: Cheese Burger, Melon Juice/ Coffee Day 3 for pick-up (February 19,2024): Chicken Macaroni Soup and mineral water (in dispenser)						
			TOTAL XXXXXXXXXXXX						
							₱63,000.00		

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

Revised: 9/19/2022