



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO. 730

Name of Business : _____ DATE: JUN 17 2024

Address: _____ P.R. NO.: 2024-05-1000

Email address: _____ Telephone No. _____ ABC: Php. ~~400,000.00~~ 168,000.00

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 June 11, 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: _____


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

College/Dept./Office: Dev Com

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	lot	I. Availability (35%) * June 18-19, 2024 (35%)					
			II. Location Site Condition (15%) Accessibility: Within Baguio City (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 hall: (10%) - scheduled activity from 8:00AM-5:00PM on June 19, 2024 - Banquet-like set-up for 100 pax with near power source for the Secretariat b.2. Accommodation/Rooms: (10%) - check-in/check-out: 2pm of June 18, 2024 to 12:00pm of June 19, 2024 - subject to availability of duo sharing rooms for 1 night (for 20 pax) b.3. Lighting and ventilation and airconditioning: (4%) Lighting: With natural lighting/flourescent lights. Ventilation and airconditioning: With mechanical ventilation such as airconditioners either installed directly on walls, or installed in air ducts for supplying air into or exhausting air from a room.			400,000 <u>168,000</u>		
			c. Facilities: 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					

			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 Buffet (10%) *Rice, meat, vegetables and soup, dessert, overflowing coffee and water June 19: Full Board (Breakfast, Lunch, Dinner, AM/PM snacks, beverages) **Please see attached menu				
			TOTAL			162,000*	
			XXXXXXXXXX			160,000	

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

RFQ 736