



Republic of the Philippines
Benguet State University
 2601 La Trinidad, Benguet
 www.bsu.edu.ph

Telefax No. (074) 661-1839; Email: procurement@bsu.edu.ph

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

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO. 82
 Name of Business : _____ DATE: FEB 20 2024
 Address: _____ P.R. NO. : 2024-02-333
 Email address: _____ Telephone No. _____ ABC: Php. 421,000.00
 FUND SOURCE: GAA

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. 22, 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%
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: ORCA

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
	1	lot	Package for 85 pax:			421,000.00		
			I. Availability (50%)					
			Available: February 26-28, 2024					
			II. Location and Site Condition(10%)					
			Within Benguet, accessible and with parking space					
			III. Neighborhood Data (5%)					
			Clean and very good health condition with security/police station in the area or nearby					
			III. Venue (35%)					
			a. Catering Services <u>(15%)</u>					
			- 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. Function Hall <u>(15%)</u>					
			- Fully equipped function hall (with sound system, projector, projector screen, WI-FI)					
			c. Lodging/accomodation <u>(15%)</u>					
			- Accomodation for 2 days & 1 night (includes essential kits such as: soap, toothpaste, toothbrush, shampoo, bathroom tissue , towels, etc..)					
			TOTAL					
			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