



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

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_

QUOTATION NO. 621

Name of Business : \_\_\_\_\_

DATE: MAY 20 2024

Address: \_\_\_\_\_

P.R. NO. : 2024-05-952

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: Php. 70,000.00

FUND SOURCE: \_\_ GAA-GAD Fund

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 May 23, 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%
<b>Factor Value</b>	<b>100%</b>

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	<b>I.Availability (50%)</b>			70,000.00		
			Available on June 4-5 , 2024					
			<b>II. Location and Site Condition (20%)</b>					
			Accessibility: Within Asin, Tuba Area Parking Space: 1 slot for BSU bus					
			<b>III. VENUE (30%)</b>					
			<b>a. Catering Services: 10%</b> Meals (buffet set-up) and Snacks; 2 breakfast, 2 lunch, 2 dinner, 2am and 2 pm snacks); Unlimited Coffee and drinking water. Please see attached menu good for 20pax					
			<b>b. Function Hall: 10%</b> Air-conditioned hall that can accommodate 20 pax (banquet set-up) Sound/Audio System 2 microphones Projector and Wide screen 1 LCD					
<b>c. Lodging/accomodation: 10%</b> Air-conditioned room with complete amenities (3-5 pax per room)								
			<b>XXXXXXXXXX</b>			<b>70,000.00</b>		

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