



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: _____
Name of Business : _____
Address: _____
Email address: _____ Telephone No. _____

QUOTATION NO. 1101
DATE: SEP 11 2024
P.R. NO. : 2024-09-1458
ABC: Php. 500,000
FUND SOURCE: FUTURES THINKING AND ADVANCED STUDIES *CTA*

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 Sept. 9 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	40
II. Location and Site Condition	20
III. Neighborhood Data	0
IV. Venue	40
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 SALAY FOLIDEN
Chairperson, BAC (Goods & Services)

College/Dept./ OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1		lot	I. Availability (40%) Available September 18-20,2024 II. Location & Site Condition (20%) Accessibility: Within Baguio/Benguet Parking Space: 2 to 4 slots for vehicle IV. Venue (40%) b. Functionality (15%) b.1. Available function room on the schedule fro 7AM-7PM b.2. Classroom set up for 140 participants b.3 Light ventilation and air conditioning b.4. Amenities (1) with secretariat table and chairs; 2. (3) microphones wireless; (3) projector and projector screen and table for LCD pro; (4). Podium; (8.) free and steady Wi-Fi connection for secretariat & participants; (9). Waive electricity charges for use of laptops and projector c. Facilities (10%) c.1. continuous water supply & accessible CR for male & female c.6. Unlimited wifi c.7. Sound system/audio system, 3 microphones *LCD projector and wide screen e. Catering Services (15%) Meals for 140 pax (buffet set-up: 3 days = 3 breakfast, 3 AM and 3 PM Snacks, 2 lunch, 2 dinner) (with 2 variant main dish and 1 side dish, rice, salad/soup & dessert, 3 round of drinks for every meals and snacks and free flowing coffee) With accommodation and lodging for 4 guests (guest speakers) in _____ rooms for 3 nights (September 17-20,2024)					
							₱ 500,000.00	
							₱ 500,000.00	

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