



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. <u>829</u>
Name of Business : _____	DATE: <u>JUL 04 2024</u>
Address: _____	P.R. NO. : 2024-06-1095
Email address: _____ Telephone No. _____	ABC: Php. 216,000.00
	FUND SOURCE: <u>GAA</u>

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 July 10, 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. POLDEN
Chairperson, BAC (Goods & Services)

College/Dept./Office: HRDO-ASD

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	lot	<p>I. Availability (35%): July 24-25, 2024 (BATCH 1) - (35%)</p> <p>II. Location and Site Condition (15%)</p> <p>a. Accessibility: Baguio City (10%)</p> <p>b. Parking Space: 2 slots for BSU Vehicle (5%)</p> <p>III. Venue (50%)</p> <p>a. Function Hall (15%)</p> <p>i. Available one (1) air-conditioned function hall from 7:30AM to 6:00PM from July 24-25, 2024</p> <p>ii. Seminar set-up for 60 pax with social distancing</p> <p>iii. Amenities included</p> <p>1. Secretariats' Table and Chairs near to a power outlet</p> <p>2. 3 wireless microphone units</p> <p>3. Projector, Projector screen, and table/stand for projector</p> <p>4. Podium if available</p> <p>5. Free and steady Wi-Fi Connection for Secretariat, Speakers, and Participants if available</p> <p>6. Technical Assistance for the set-up of the training hall sound system</p> <p>b. Airconditioned Rooms with single beds, inclusive of breakfast for 2 days for 3 pax (10%)</p> <p>c. Facilities: Continuous water supply and accessible Comfort Rooms and Emergency Exits (10%)</p> <p>d. Catering Services: (15%)</p> <p>i. Meals - Buffet Set-up for Breakfast and Lunch with Packed Dinner for 60 pax (soup, main course and dessert)</p> <p>ii. Snacks - morning and afternoon (10:00AM and 3:00PM) for 60 pax</p> <p>iii. Provisional Free Flowing Coffee and/or Iced Tea</p>			₱108,000.00		

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
2	1	lot	I. Availability (35%): July 30-31, 2024 (BATCH 2) - (35%) II. Location and Site Condition (15%) a. Accessibility: Baguio City (10%) b. Parking Space: 2 slots for BSU Vehicle (5%) III. Venue (50%) a. Function Hall (15%) i. Available one (1) air-conditioned function hall from 7:30AM to 6:00PM from July 24-25, 2024 ii. Seminar set-up for 60 pax with social distancing iii. Amenities included 1. Secretariats' Table and Chairs near to a power outlet 2. 3 wireless microphone units 3. Projector, Projector screen, and table/stand for projector 4. Podium if available 5. Free and steady Wi-Fi Connection for Secretariat, Speakers, and Participants if available 6. Technical Assistance for the set-up of the training hall sound system b. Airconditioned Rooms with single beds, inclusive of breakfast for 2 days for 3 pax (10%) c. Facilities: Continuous water supply and accessible Comfort Rooms and Emergency Exits (10%) d. Catering Services: (15%) i. Meals - Buffet Set-up for Breakfast and Lunch with Packed Dinner for 60 pax (soup, main course and dessert) ii. Snacks - morning and afternoon (10:00AM and 3:00PM) for 60 pax iii. Provisional Free Flowing Coffee and/or Iced Tea			₱108,000.00		
XXXXXXXXXXXX								
TOTAL							₱216,000.00	

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

RFD 829

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