



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. 894
 DATE: JUL 22 2024
 P.R. NO.: 2024-07-1170
 ABC: Php. 100,000.00
 FUND SOURCE: (C)

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 12:00 pm of July 24, 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	30
II. Location and Site Condition	10
III. Neighborhood Data	0
IV. Venue	60
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: **Office of the University and Board Secretary**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1		lot	I. Availability (30%) Available on July 29-31 (30%) II. Location & Site Condition (10%) Accessibility: within Baguio City (10%) Parking Space: Free parking space or near venue III. Venue (60%) a. Catering Services (20%) a.1. Snacks (PM Snacks) for 45 pax on July 30, 2024 (pastries/pasta with some fruits, plated style and served with one (1) round of drinks or fresh fruit juice and overflowing coffee) b. Function Hall (20%) Function hall with WI-FI, soundsystem, and other ICT equipment on July 30, 2024 c. Lodging/Accommodation (20%) - Accomodation of 3 rooms for 2 nights from July 29-31, 2024 for 3 pax (includes essential kits such as: soap, toothpaste, toothbrush, shampoo, bathroom tissue, towels, etc.) -with free breakfast TOTAL			100,000.00		
			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