



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

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 967

Name of Business : _____

DATE: AUG 07 2024

Address: _____

P.R. NO. : 2024-07-1197

Email address: _____ Telephone No. _____

ABC: Php 201, 600.00

FUND SOURCE: 911

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 MAY of Aug. 12 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

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: CorCAARRD

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			Training-Workshop on Events Management for RDE Staff in CAR					
			I. Availability (35%)					
			August 20-23, 2024 (35%)					
			II. Location Site Condition (15%)					
			Accessibility: Within Baguio City (10%)					
			Parking Spaces: Free parking space reserved or near venue (at least 5 slots) (5%)					
			III. Neighborhood Data (0%)					
			IV. Venue (50%)					
			a. Functionality:					
			a.1. Available one (1) air-conditioned function room/hall scheduled from 7:00 AM to 6:00 PM from August 21-23, 2024 *Classroom set-up for 40 pax with tables and chairs for the secretariat near power sources (10%)					
			a.2. Accommodation/Rooms: for 40 pax, subject to availability of Twin/Triple/Quadruple-sharing rooms for 3 days and 3 nights. (10%)					
			a.3. Lighting and ventilation and airconditioning Lighting: with stage lighting and backlighting. Lights are built overhead and placed around the stage. Ventilation and airconditioning: With mechanical ventilation such as fans and airconditioners either installed directly in windows or walls, or installed in air ducts for supplying air into, or exhausting air from a room (5%)					

1	Package	b. Facilities:			201,600.00		
		b.1. Elevators: Atleast one (1) operational elevators to go to/come from the hotel rooms situated from different floor levels. (2%)					
		b.2. Internet and telecommunications: Free use of WIFI within the vicinity of the venue. (2%)					
		b.3. Audio visual equipment amenities include: i. Atleast 3 microphones preferably wireless ii. Projector and screen iii. Podium iv. Waived electricity charges for use of laptops and projectors v. Extension chords (8%)					
		c. Other requirements					
		c.1. Maintenance: Provision of Janitorial and maintenance services such as garbage collection and technical services (4%)					
		c.2. Security: Adequate security services 24/7 (1%)					
		d. Catering Services					
		(40 pax, Buffet set-up) *Rice, meat, fish, vegetables, dessert, overflowing coffee and water August 20, 2024: Dinner August 21, 2024: Full Board (Breakfast, Lunch, Dinner, AM & PM Snacks) August 22, 2024: Full Board (Breakfast, Lunch, Dinner, AM & PM Snacks) August 23, 2024: Breakfast, Lunch, AM & PM Snacks <i>**Please see attached menu (8%)</i>					
		TOTAL			201,600.00		
		XXXXXXXXXXXX					

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

RFA 907

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