



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

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

QUOTATION NO. 1572

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

DATE: NOV 13 2024

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

P.R. NO. : 2024- 1700

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

ABC: Php 68,500

FUND SOURCE: 911 ERCP

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 PM of NOV. 14, 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. Venue	50
<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: CorCAARRD

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			<b>Training-Workshop on Research Models and Methodologies for Junior Researchers</b>					
			<b>I. Availability (35%)</b>					
			November 18-22, 2024 (35%)					
			<b>II. Location Site Condition (15%)</b>					
			Accessibility: Within La Union and Pangasinan (10%)					
			Parking Spaces: Free parking space reserved or near venue (at least 5 slots) (5%)					
			<b>III. Venue (50%)</b>					
			<b>a. Functionality:</b>					
			a.1. Available one (1) air-conditioned function room/hall scheduled from 7:00 AM to 6:00 PM from November 19-22, 2024 *Classroom set-up for 10 pax with tables and chairs for the secretariat near power sources (10%)					
			a.2. Accommodation/Rooms: for 10 pax, subject to availability of Twin/Triple/Quadruple-sharing rooms for 4 days and 4 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	Lot	<b>b. Facilities:</b>			68,500.00		
		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. (5%),					
		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 (5%)					
		<b>c. Other requirements</b>					
		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%)					
		<b>d. Catering Services</b>					
		(50 pax, Buffet set-up) *Rice, meat, fish, vegetables, dessert, overflowing coffee and water November 18, 2024: Dinner November 19, 2024: Full Board (Breakfast, Lunch, Dinner, AM & PM Snacks) November 20, 2024: Full Board (Breakfast, Lunch, Dinner, AM & PM Snacks) November 21, 2024: Full Board (Breakfast, Lunch, Dinner, AM & PM Snacks) November 22, 2024: Breakfast, Lunch, AM & PM Snacks **Please see attached menu (8%)					
		<b>TOTAL</b>				<b>68,500.00</b>	
		XXXXXXXXXXXX					

Counter offers:

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

RFQ 1572

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