



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/ Cooperativel/ Agency: _____
 Name of Business : _____
 Address: _____
 Email address: _____ Telephone No. _____

QUOTATION NO. 51
 DATE: FEB 12 2025
 P.R NO. : 2025-01-84
 ABC: Php. 129,000 00
 FUND SOURCE: GAA

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 Feb. 18, 2025. 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	50%
II. Location and Site Condition	10%
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 S. POLIDEN
 Chairperson, BAC (Goods & Services)

College/Dept./Office: OQAA

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	lot	Package for 40 pax inclusive of:					
			I. Availability (50%)					
			Available: March 10-12, 2025					
			II. Location and Site Condition (10%)					
			Within Baguio City/La Trinidad, accessible and with parking space for 1 bus/2 coasters					
			III. Neighborhood Data (0%)					
			IV. Venue (40%)					
			a. Catering Services (20%)					
			- Meals (Breakfast, Lunch, Dinner - Buffet set-up) and Snacks (AM and PM) - 3 days				108,000.00	
			- Complete meal -soup, main course (vegetable, fish, pork, chicken dishes), dessert and water/juice, comes with free flowing coffee					
b. Function Hall (20%)								
- Air-conditioned hall Banquet set-up for 40 pax includes Sound/audio system, 3 microphones, 1 LCD and Widescreen, Unlimited Wifi				21,000.00				
TOTAL						129,000.00		
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