



REQUEST FOR QUOTATION (RFQ)
RFQ-CO-13-005

Supply and Delivery of **Catering and Venue**

1. The Housing and Land Use Regulatory Board hereby request you to submit price quotation for the supply and delivery of the following:

Description

Meals for 35 pax for 3 Days (AM Snacks, PM Snacks and Buffet Lunch)
Function Room for 3 days with the ff. amenities:
 Sound System, LCD Screen, Rostrum, White Board, Markers
 Free Flowing Coffee and Tea
 Free electricity for 5 laptops and LCD Projector

Date and Area of Activity : March 20-23, 2013 at Quezon City

Contact: Ms. Cynthia Gonzales
 Plans and Programs Group – HLURB
 (02) 927-9041 ; (02) 924-3389

2. It is the intent of the Purchaser to evaluate the quotation for each item separately, and award will be made to the quotation or combination quotations resulting in the overall lowest cost. Quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation(s) meeting purchasers' technical specifications.
3. Quotations must be delivered at the address below not later than 10:00 P.M. of MARCH 15, 2013.
4. Your price must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.
5. All quotations may be typewritten and may be placed in a sealed envelope marked **“FOR PPG : RFQ-CO-13-005 – Catering and Venue”**
6. The Housing and Land Use Regulatory Board reserves the right to accept or reject any quotation, and to annul the shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The purchaser (HLURB) reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.
10. The prospective bidder shall submit the following:
 - a) Quotation Form

Original Signed
IMELDA E. LARIOSIA
OIC, General Services Section