



Republic of the Philippines  
Office of the President

**Housing and Urban Development Coordinating Council**  
**HOUSING AND LAND USE REGULATORY BOARD**

RFQ- CO - 13 - 035

**REQUEST FOR QUOTATION (RFQ)**  
**RFQ-SMR-13-035**

**Supply and Delivery of Food, Venue and Accommodation**

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

**Description:**

3 room accommodation for 2 night

Meals for 36 pax for AM Snacks, PM Snacks and Buffet Lunch

Function Room for 1 day with the ff. amenities:

Sound System and microphones, LCD screen, rostrum, white board markers

Free flowing coffee or Tea

Free electricity for laptops and LCD Projector

Actual Budget: P62,400.00

Inclusive Dates: November 28, 2013

Area of Delivery: Davao City

Event Name: Orientation on QMS Concept, Principles and Application for SMR

Contact: Dir. Roberto Mauro Miguel T. Palma Gil – Regional Officer

GB CAM Bldg., Monteverde Avenue, cor. Alvarez St., Davao City

Tel. No. (082) 222-2895; (082) 225-3875

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 no later than 4:00 P.M. of November 18, 2013.
4. Your price must be quoted in Philippines 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 should be placed in an open envelope marked

**RFQ-SMR-13-035-Food Venue and Accommodations**

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.
7. The prospective bidder shall submit the following:
  - a) Quotation Form

  
**IMELDA J. LARIOSA**  
BAC Secretary