



**REQUEST FOR QUOTATION (RFQ)**

**RFQ-CO-13-012**

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 2 Days (AM Snacks, PM Snacks and Managed Buffet Lunch)

Function Room for 2 days with the ff. amenities:

Sound System and Microphones, LCD Screen, Rostrum, White Board, Markers

Free Flowing Coffee or Tea

Free electricity for 7 laptops and LCD Projector

Date and Area of Activity : April 15-16, 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 9:30 A.M. of APRIL 11, 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 should be placed in an open envelope marked **“FOR PPG : RFQ-CO-13-012 – 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. LARIOS**  
OIC, General Services Section