



**REQUEST FOR QUOTATION (RFQ)  
RFQ-SMR-13-003**

Supply and Delivery of Venue and Catering Services

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

**Description**

2 Snacks and One (1) Meal with Flowing Coffee for 390 pax

Directional Signage

One Function Room with:

Registration/Secretariat Table

Sound System and LCD

Wide Screen, white board with Markers and Free Welcome Streamer

Area and Date of Delivery : April 14, 2013 at Davao City

Contact: ENGR. NORMAN S. DATUKON, Head, Administrative and Finance Division

HLURB- SMR, 2<sup>nd</sup> flr Cam Bldg, Monteverde cor alvarez Sts, Davao City

Tel # (082) 222-2895

2. It is the intent of the Purchaser to evaluate the bid/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 A.M. of MARCH 25, 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 "**RFQ-SMR-13-003 – Venue and Catering Services**"
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.
8. The prospective bidder shall submit the following:
  - a) Quotation Form

**Original Signed**  
**Eng. Norman S. Datukon**  
Chairman – BAC  
HLURB - SMR