



REQUEST FOR QUOTATION (RFQ)

RFQ-SMR-13-011

Supply and Delivery of **Venue and Catering Services**

1. The Housing and Land Use Regulatory Board - Southern Mindanao Region hereby request you to submit price quotation for the supply and delivery of the following:
Description
Lunch and Snacks for 434 pax in 2 days
Day 1 : Two (2) Snacks and one (1) lunch with free flowing coffee for 217 pax (Cluster 1)
Day 2 : Two (2) Snacks and one (1) lunch with free flowing coffee for 217 pax (Cluster 1)
Directional Signage
Function Room with: Sound System, LCD Projector, LCD Screen, White board with Markers, Free Welcome Streamer

Area and Date of Delivery : November 23-24, 2013 at Davao City, Davao Oriental
Approved Budget for Contract: P342,860
Activity: Formation of HOA Federations and Regional Confederations (Cluster 1 &2)
Contact: ENGR. NORMAN S. DATUKON, Head, Administrative and Finance Division
HLURB- SMR, 2nd 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 4:00 P.M. of NOVEMBER 12, 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-13-011 – 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