



REQUEST FOR QUOTATION (RFQ)

RFQ-NMR-14-004

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

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

Item Number	Description	Quantity	Unit
1	Event Venue	2	days
2	Breakfast	60	pax
3	Lunch	60	pax
4	Snacks (AM & PM)	60	pax

NOTE: Date of event is on OCTOBER 18-19, 2014 with an approved budget of Php 60,000.00

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 5:00 PM. of OCTOBER 16, 2014.
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-NMR-14-004 – Catering Services & Venue**"
6. Quotations shall be valid for sixty (60) calendar days from the deadline of submission of quotation. (if applicable).
7. The delivery period shall be within thirty (30) calendar days from receipt of the Notice to Proceed (NTP) or the Purchase Order (PO). The supplier should inform the purchaser (HLURB) at least three (3) days before the date of delivery. The delivery will be made only during working days and hours. (if applicable)

8. DELIVERY SITE:

ZAMBOANGA CITY
Region 9

9. 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

ELIZABETH A. BUENO
BAC Chairperson