



Republic of the Philippines  
Office of the President

Housing and Urban Development Coordinating Council

**HOUSING AND LAND USE REGULATORY BOARD**

Southern Mindanao Region Field Office

**REQUEST FOR QUOTATION (RFQ)**

**RFQ-SMR-14-007**

**Supply and Delivery of FOOD, VENUE AND ACCOMMODATION**

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

**Description:**

Venue for Seminar/Workshop on CLUP Revision Mainstreaming Climate and Disaster Risk-Module 2

Food, Venue and Accommodations for 35 pax  
Sept 21- Lodging only, Sept. 22 to 25 Full board &  
Sept 26, Breakfast, AM snacks & Lunch  
Use of Function Room and Sound System

Date of Events : September 21- 26, 2014

Approved Budget : Php 245,000.00

Area of Delivery : Davao City

Contact Person : **ATTY. NORMAN JACINTO P. DORAL**  
Chairman, BAC  
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 04:00 P.M. of September 18,2014
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 should be placed in an open envelope marked **"RFQ-SMR-14-007 – FOOD, VENUE AND ACCOMMODATION"**
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

**ATTY. NORMAN JACINTO P. DORAL**  
Chairman, BAC