REQUEST FOR QUOTATION (RFQ)
RFQ-NCR-15-004

FOOD AND FUNCTION ROOM

1. The Housing and Land Use Regulatory Board – Expanded National Capital Region hereby requests you to submit price quotation for the **food and function room.**

Item Number	Description	Quantity
1	Food: (4)Breakfast Buffet (4)AM Snack (4)Lunch Buffet (3)PM Snack (3)Dinner Buffet	18 pax
2	FUNCTION ROOM	

Date of Event : **March 10 – 13, 2015**
Approved Budget : **Php 145,000.00**

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 **4:00 P.M. of March 09, 2015.**

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.

All quotations may be typewritten and may be placed in a sealed envelope marked
"RFQ-NCR-15-004 – FOOD AND FUNCTION ROOM"

5. 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.

6. The prospective bidder shall submit the following:
   a) Quotation Form

Myrna I. Roldan
Chief Administrative Officer – NCR