



REQUEST FOR QUOTATION (RFQ)

RFQ-NCR-13-015

FOOD AND ACCOMODATION

1. The Housing and Land Use Regulatory Board - National Capital Region hereby requests you to submit price quotation for **food and accomodation**:

Item Number	Description	Quantity
1	Food: 2 breakfast plated 1 lunch buffet 2 dinner buffet	84 pax
2	Accomodation: 20 units Quadruple Sharing or Dormitory type 2 units Twin Sharing	84 pax

NOTE:

Name of Event: **"HLURB – NCR TEAM BUILDING ACTIVITIES"**

Date of Event: **May 17 and May 18, 2013**

Approved Budget: **Php 127,000.00**

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 P.M. of MAY 10, 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.

All quotations may be typewritten and may be placed in a sealed envelope marked
"RFQ-NCR-13-015 – TEAM BUILDING"

5. Area of Delivery: Outside Metro Manila
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


Myrna I. Roldan

Chief Administrative Officer – NCR