



Republic of the Philippines
Office of the President

Housing and Urban Development Coordinating Council
HOUSING AND LAND USE REGULATORY BOARD
Northern Luzon Region Field Office

REQUEST FOR QUOTATION (RFQ)
RFQ-NLR-13-007


Supply and Delivery of Food and Accommodation

1. The Housing and Land Use Regulatory Board - Northern Luzon 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	100	pax
3	Lunch	100	pax
4	AM Snacks	100	pax
5	PM Snacks	100	pax
6	Accommodation	90	pax

NOTE: Date of event - October 3-4, 2013 with approved budget of Php 121,000.00.

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 8:00 A.M. of September 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-NLR-13-07 – Catering Services/Accommodation"**
6. DELIVERY SITE:
Baguio City
7. 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


ROGER A. SALVATIERRA
Chief Administrative Officer