



**REQUEST FOR QUOTATION (RFQ)  
RFQ-NTR-13-004**

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

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

**Description:**

Food, function hall and overnight accommodation for:  
HLURB speakers and support staff – 12 pax  
40 LGUs; 3 participants/LGU – 120 pax

**Inclusions:**

2 morning snacks, 1 afternoon snacks, 1 set breakfast, 2 buffet lunch, 1 set dinner

Seminar venue and facilities

Free-flowing coffee, sound system, LCD Screen, whiteboard with markers, wifi, electricity and outlets for laptops and printers

Name of Event: **Enforcement Training Program – Processing and Approval of Locational Clearance, Development Permit, Development Monitoring and Adjudication Procedures**

Date of Event: **August 22-23, 2013**

Approved Budget: **Php 340,800.00**

Area of Delivery : **Central Luzon, Pampanga**

Contact: **Mercy Romero-Salamat**, OIC, Administrative and Finance Division

HLURB-NTR Office, 3<sup>rd</sup> Flr., Insular Bldg., Mc Arthur Highway, Dolores

City of San Fernando, Pampanga

Fax (045) 963-7376 / (045) 861-2665; e-mail add: [ntr@hlurb.gov.ph](mailto:ntr@hlurb.gov.ph)

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 3:00 P.M. of **August 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 should be placed in an open envelope marked **“RFQ-NTR-13-004 – 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

**Original Signed**  
**Mercy Romero-Salamat**  
OIC-Admin. And Finance, NTR