



**REQUEST FOR QUOTATION (RFQ)
RFQ-NTR-13-005**

Supply and Delivery of **FOOD AND VENUE**

1. The Housing and Land Use Regulatory Board – National Tagalog Region hereby request you to submit price quotation for **food and venue**

HLURB speakers and support staff – 12 pax

24 LGUs; 3 participants/LGU – 72 pax*

(*50% of the payment for the food and venue will be shouldered by the LGU)

With free-flowing coffee

2 morning snacks

2 afternoon snacks

2 buffet lunch

Seminar venue and facilities

Sound system

Wide screen, white board with markers

With electricity and wi-fi for laptops and printer

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

Date of Event: **October 10-11, 2013**

Approved Budget: **Php 148,940.00***

Area of Delivery : **Bulacan**

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

HLURB-NTR Office, 3rd 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

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 **October 1, 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-NTR-ZONING-13-005– FOOD AND VENUE”**
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. & Finance Division, NTR