



**REQUEST FOR QUOTATION (RFQ)
RFQ-NTR- 13-008**

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**.

520 pax (AM, PM Snacks and Lunch)		
100 HOA x 3 participants (1 st Day)	=	300pax
100 HOA x 2 participants (2 nd Day)	=	200pax
10 HOA Secretariat & Speakers x 2 days	=	20pax

Seminar venue and facilities with the following amenities:

Sound system, wide screen, white board with markers, Wifi, electricity for laptops and printers

Name of Event: Two-day HOA Orientation on the Implementation Rules and Regulations of R.A.

9904 otherwise known as the MAGNA CARTA for Homeowners and Homeowners Association.

Date of Event: **November 28-29, 2013**

Approved Budget: **Php 182,000.00**

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

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 5:00 P.M. of **November 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- 13-008– 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
OCTAVIO DG. CANTA
Regional Officer, NTR