



**REQUEST FOR QUOTATION (RFQ)
RFQ-NTR -13-009**

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

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

HLURB speakers and support staff – 12 pax
40 LGUs; 3 participants/LGU – 120 pax*

With free-flowing coffee	1 set dinner
2 morning snacks	Seminar venue and facilities
2 afternoon snacks	Sound system
1 set breakfast	Wide screen, white board with markers
2 buffet lunch	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: **November 21-22, 2013**

Approved Budget: **Php 316,800.00**

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 15, 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-13-009– 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
OCTAVIO DG. CANTA
Regional Officer, NTR