



**REQUEST FOR QUOTATION (RFQ)**

**RFQ-CO-14-018**

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

1. The Housing and Land Use Regulatory Board – Central Office hereby request you to submit price quotation for the supply and delivery of:

**Description:**

63 pax Food and Accommodation

- Participants include HLURB Executives, Arbiters/Lawyers, Para/Legal Assistants and the Secretariat

**Inclusions:**

- Two (2) nights Room Accommodation (Twin Sharing – Single Bed)
- (2) Buffet Breakfast
- (2) AM Snacks
- (3) Buffet Lunch
- (2) PM Snacks
- (2) Buffet Dinner
- Sound System
- Wide Screen, White Board with markers
- Free flowing coffee and candy mints

**Approved Budget :** Php 427,140.00

**Inclusive Date :** November 17-19, 2014

**Area of Delivery :** Pampanga

**Contact Person :** Ms. Imelda E. Lariosa, General Services Division  
HLURB, Kalayaan Ave., Diliman, Quezon City  
Metro Manila, Philippines  
Tel. No.(02) 924-3372

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 04:00 P.M. of November 13, 2014
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-CO-14-018– 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**  
**ATTY. CESAR A. MANUEL, MNSA**  
Director, Legal Services Group