



**REQUEST FOR QUOTATION (RFQ)
RFQ-STR-18-001**

SUPPLY AND DELIVERY OF FOOD AND HOTEL ACCOMODATION

1. The Housing and Land Use Regulatory Board-Southern Tagalog Region hereby requests you to submit price quotation for the supply and delivery of food and hotel accommodation for 3 days and 2 nights scheduled on March 2 – 4, 2018 (Team Building):

ITEM NUMBER	DESCRIPTION	QUANTITY
1	Day 1- PM Snacks	80 pax
2	Day 1 - Dinner	80 pax
3	Day 2 – Breakfast	80 pax
4	Day 2 – AM Snacks	80 pax
5	Day 2 – Lunch	80 pax
5	Day 2 – PM Snacks	80 pax
6	Day 2 – Dinner	80 pax
7	Day 3 – Breakfast	80 pax
8	Day 3 – Lunch	80 pax

NOTE: This would serve only until **February 19, 2018** with an approved budget of **ONE HUNDRED SIXTY THOUSAND PESOS (P160,000.00)**.

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 of quotations resulting in the overall lowest cost. Contract Award will be made to the lowest evaluated quotations.
3. Quotations must be delivered at the address below not later than 12:00 NN on February 20, 2018.
4. Your price must be quoted in Philippine Peso and must include the 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 as “**RFQ-STR-18-001.**”
6. Area of Delivery:

Quezon Province.

7. 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 liability to the affected bidder/bidders. The purchaser (HLURB-STR) reserves the right to waive minor deviations or infirmities therein. A minor deviation or infirmity is one that does not affect the overall activities of the group and the capability of the supplier to perform what is stated in the contract.

8. The prospective bidder shall submit the following:
 - a. Quotation Form

Original signed

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