



REQUEST FOR QUOTATION (RFQ)

RFQ-SMR-15-002

Supply and Delivery of JANITORIAL/MESSENGERIAL SERVICES

1. The Housing and Land Use Regulatory Board - Southern Mindanao Region hereby request you to submit price quotation for the supply and delivery of the following:

Description

(1) Janitor

Shall render eight (8) hours daily from 7:00 a.m. to 4:00 p.m. with one (1) hour break from Monday to Friday and 7:00 a.m. to 11:00 a.m. every Saturday

(1) Messenger

Shall render eight (8) hours daily from 8:00 a.m. to 5:00 p.m. with One (1) hour break from Monday to Friday

Delivery Period	Seven (7) days
Area of Delivery	Davao City
Approved Budget	P190,000.00
Contract Period	March 1 to December 2015

Contact: **ATTY. NORMAN JACINTO P. DORAL**  
Bids and Awards Committee (BAC) Chairman  
HLURB- SMR. 2<sup>nd</sup> flr Cam Bldg. Monteverde cor Alvarez Sts, D.C.  
Tel # (082) 222-2895

2. It is our intention to evaluate the quotation for the said item, and award will be made to the quotation resulting in the overall lowest cost. Contract Award will be made to the lowest evaluated quotation(s) meeting our technical specifications.
3. Quotations must be delivered at the address below not later than 4:00 P.M. of February 26, 2015.
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-SMR-15-002 – SUPPLY AND DELIVERY OF JANITORIAL/MESSENGERIAL SERVICES**"
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 a Quotation Form.

**ATTY. NORMAN JACINTO P. DORAL**  
Chairman – BAC, HLURB-SMR