



REQUEST FOR QUOTATION

RFO-CO-19-014

The Housing and Land Use Regulatory Board, through its Bids and Awards Committee, will undertake the procurement for the **Logo Design for the Human Settlements Adjudication Commission (HSAC)** in accordance with Section 53.6 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project:	Logo Design for the Human Settlements Adjudication Commission (HSAC)
Specifications:	Please see attached Terms of Reference
Approved Budget for the Contract:	Sixty Thousand Pesos (Php60,000.00), inclusive of taxes

Interested providers are requested to indicate their PhilGEPS Registration Number on their proposal, and to attach together with their quotation the documentary requirements listed in the Terms of Reference.

The deadline for the submission of open quotations and documentary requirements is on or before **9:00AM of 10 September 2019** at the Procurement Section-Administrative Division, 7/F Sunnymede I.T. Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City, or through e-mail addresses <ps_admin@hlurb.gov.ph> or <ps.hlurb@gmail.com>.

The HLURB assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals. The HLURB, likewise, reserves the right to reject any or all proposals found to be disadvantageous to the government.

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Procurement Section-Admin. Division
Tel. Nos. (02)927-2698 or 373-1811 local 1042

TERMS OF REFERENCE

Logo Design for the Human Settlements Adjudication Commission (HSAC)

I. Background

Republic Act No. 11201 (RA 11201) simultaneously created the Department of Human Settlements and Urban Development (DHSUD) and reconstituted the **HLURB** as the **Human Settlements Adjudication Commission (HSAC)**.

As such, RA 11201 conferred upon HSAC the adjudicatory function of HLURB and the former shall have original and exclusive jurisdiction to hear and decide cases involving the following:

- (a) Cases involving subdivisions, condominiums, memorial parks and similar real estate developments;
- (b) Cases involving Homeowners Associations;
- (c) Disputes involving the implementation of Section 18 of Republic Act No. 7279, as amended, and its Implementing Rules and Regulations; and
- (d) Disputes or controversies involving laws and regulations being implemented by the Department, except those cases falling within the jurisdiction of other judicial or quasi-judicial body.

The reconstitution of HLURB as HSAC, ushers a new era in the former's existence, and in it comes a change in the way its logo looks. Thus, the Administrative Division proposes the conduct of procurement for the logo design of the HSAC.

II. Objective

This activity aims to procure the services of a designer/artist who maybe either an individual or a firm who is technically capable to undertake the project in accordance with the subject Terms of Reference (TOR).

III. Approved Budget for the Contract (ABC)

The procurement activity shall be undertaken under Sec. 53.6 (*Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services*) of Annex "H" of the 2016 Revised Implementing Rules and Regulations of RA 9184.

The procurement project shall have an ABC of ***Sixty Thousand Pesos (P60,000.00)***.

IV. Documentary Requirements

The designer/artist must submit the following before lapse of the deadline for the submission of price quotation:

A. For *individual consultants*:

1. Professional License/Curriculum Vitae;
2. PhilGEPS Registration Number;
3. BIR Certificate of Registration or TIN;
4. List of Completed and/or On-going Government and Private Contracts with End-User's Acceptance &/or Certificate of Satisfactory Service;
5. Sample of Approved Logo Designs.

B. For *firms*:

1. DTI Registration or Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. BIR Certificate of Registration;
4. List of Completed and/or On-going Government and Private Contracts with End-User's Acceptance &/or Certificate of Satisfactory Service;
5. Sample of Approved Logo Designs.

C. Financial Proposal

Signed Price Quotation must be sent to:

The Bids and Awards Committee

Housing and Land Use Regulatory Board

8/F Sunnymede IT Center, 1614 Quezon Ave.

Brgy. South Triangle, Quezon City

or through email address <ps_admin@hlurb.gov.ph>