



HOUSING AND LAND USE REGULATORY BOARD

Bicol Region

3rd Floor, Insular Life Bldg.
Rizal St., Legazpi City

INVITATION TO BID

The **HOUSING AND LAND USE REGULATORY BOARD- Bicol Region (HLURB-BR)**, through the Bids and Awards Committee (BAC) invites duly licensed suppliers/bidders to bid for the following:

Name of Project	Location	Description	Approved Budget (per annum)
Driving/Mechanical Services	HLURB-Bicol Region, Legazpi City	Provision of one (1) professional driver/mechanic to assist staff in the conduct of administrative and ocular inspections/field investigations of projects filed at HLURB-Bicol Region, Legazpi City	P 100,000.00
Janitorial/Messengerial Services	HLURB-Bicol Region, Legazpi City	Provision of one (1) janitor to maintain the cleanliness and orderliness of the premises and to deliver letters of HLURB-Bicol Region, Legazpi City.	P100,000.00
Administrative Support Services	HLURB-Bicol Region, Legazpi City	Provision of one (1) administrative support personnel to assist the Records Officer in maintaining files and records of HLURB-Bicol Region, Legazpi City and to render other related services.	P100,000.00

Contract Duration: March 1, 2012 to December 2012 (renewable)