



Republic of the Philippines
Office of the President

Housing and Urban Development Coordinating Council

HOUSING AND LAND USE REGULATORY BOARD

Southern Mindanao Region Field Office

REQUEST FOR QUOTATION (RFQ)

RFQ-SMR-14-002

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

(2) Janitor/Messenger

Each shall render eight (8) hours duty daily from 7:00 a.m. to 5:00 p.m. with one(1) hour break from Monday to Friday and 7:00 a.m. to 12:00 p.m. every Saturday

Delivery Period: Seven (7) days
Area of Delivery: Davao City
Approved Budget for Contract: P 235,200.00

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

2. It is the intent of the Purchaser to evaluate the quotation for the said item, 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 4:00 P.M. of March 7, 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 may be typewritten and may be placed in a sealed envelope marked **"RFQ-SMR-14-002 – 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.
8. The prospective bidder shall submit the following:
 - a) Quotation Form


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