



**REQUEST FOR QUOTATION (RFQ)  
RFQ-BR-16-01**

Supply and Delivery of **SECURITY SERVICES**

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

**Description:**

**(2) Security Guards**

Each shall render eight (8) hours duty daily from 6:00 a.m., to 2:00 p.m; and 2:00p.m. to 10:p.m. from Monday to Sunday;

Delivery Period:	Seven (7) days
Area of Delivery:	Legazpi City
Approved Budget for the Contract:	<b>P 256,000.00</b>
Period Covered:	11 mos.(February to December 2016)

**Minimum Qualifications:**

- a. At least high school graduate or college level;
- b. Of good moral character and reputation, courteous, alert and without criminal or police record;
- c. Holding a valid license and properly screened and cleared by NBI, Police or other government office issuing clearances for the employment;
- d. In proper uniform and armed with shotgun, pistol, or revolver with sufficient ammunitions at all times during his tour of duty;
- e. Properly trained and instructed, having undergone a physical fitness program conducted by the Security Agency; and

Contact Person:

**CAROLYN A. ALEJO**  
BAC Secretariat – Bicol Region  
HLURB – BR, 2/F Insular Life Building, Rizal Street  
Legazpi City  
Tel No. (052) 481-1622  
[br@hlurb.gov.ph](mailto:br@hlurb.gov.ph)

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 **5:00 P.M. of 28 January 2016.**
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-BR-16-01 – Security Services”**.

6. The Housing and Land Use Regulatory Board reserves the right to accept or reject any quotation, 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 the following:
  - b. Quotation Form (Attached)



**ATTY. RICHARD L. MANILA**  
Chairman – BAC, HLURB - BR

JAO/RLM/cda  
BAC2016

**PRICE QUOTATION FORM**

**ATTY. RICHARD L. MANILA**  
 Chairman, Bids and Awards Committee  
 Housing and Land Use Regulatory Board  
 2/F Insular Life Bldg., Rizal St. Legazpi City

Sir:

After having carefully read and accepted the term and conditions in the Request for Quotation, hereunder is our quotation/s for the item as follows:

Description	Specifications	Qty	Price

(Amount in Words)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Contact No.