



REQUEST FOR QUOTATION

RFO-CO-16-015

The Housing and Land Use Regulatory Board, through its Bids and Awards Committee, will undertake a Small Value Procurement for the **Printing of Letterhead and Mailing Envelope** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are as follows:

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| Name of Project: | <i>Printing of Letterhead and Mailing Envelope</i> |
| Area of Delivery: | HLURB Central Office, Quezon City |
| Description: | Letterhead <ul style="list-style-type: none">▪ 40 reams▪ 500s/ream▪ A4 size, 80 gsm▪ 5 colors (royal blue, black, light blue, green, brown) Mailing Envelope <ul style="list-style-type: none">▪ 32 boxes▪ 500s/box▪ 1 color▪ Trojan XXX No. 10 |
| Approved Budget for the Contract (ABC): | Sixty Thousand Pesos (Php60,000.00), inclusive of taxes |
| Delivery Period: | Fifteen (15) days from receipt of Purchase Order |

Interested suppliers are required to submit copies of their valid and current PhilGEPS Registration Certification, Business Permit and duly signed Price Quotation.

The deadline for the submission of quotation and eligibility documents is on or before **9:00am of 25 May 2016** at the General Services Section, 8/F Sunnymede I.T. Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City or through email address ps_admin@hlurb.gov.ph.

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.

For inquiries, you may contact **Mr. Wilfredo D. Rosella** at Telephone No. (02)9243372.


NERISSA M. SAN JOSE
Procurement Section-Admin. Division