



REQUEST FOR QUOTATION

Date: **November 28, 2018**
RFQ No.: **RFQ-NMR-18-021**

*Name of Company:

*Address:

*Business Permit No.:

*Tax Identification Number (TIN):

*PhilGEPs Registration Number:

The Housing and Land Use Regulatory Board (HLURB), through its Bids and Awards Committee, intends to enter into contract for a **One (1) Year Security Service** to be provided at HLURB-Northern Mindanao Field Office in **Cagayan de Oro City**.

The procurement will be undertaken in accordance with Annex "H" (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your duly authorized representative not later than **December 03, 2018**, at exactly **9:00AM** for the item(s) described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Business Permit; and
2. Income Tax/Business Return.

Open quotations may be submitted, manually at HLURB-Northern Mindanao Regional Field Office (NMRFO), 3/F Dupoint Bldg., Velez-Akut Sts., Cagayan De Oro City, or through facsimile or email at the address and contact number indicated below.

For any clarification, you may contact **Mr. Marc Vincent B. Barao** of HLURB-NMRFO at Telephone No. **(088)856-5088** or **(088)22721466** or email address at **hlurbnmr@gmail.com**.

JUDY G. SUMABAT
Chairperson
Bids & Awards Committee



INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with the technical specifications required will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project		Total Approved Budget for the Contract (ABC)	
Procurement of One (1) Year Security Services		PhP 300,000.00	
SERVICES TO BE PROVIDED			
Description	Unit	Qty	Approved Budget (Php)
1. Security Services <ul style="list-style-type: none">- 1 Security Guard for day time- 1 Security Guard for night time- 12 hours shift per security guard- For Calendar Year 2019 (January-December)	year	1	<u>300,000.00 / unit</u> Total = 70,000.00



TERMS AND CONDITIONS

1. Any modifications in the item(s) specifications during delivery of materials/equipment is strictly prohibited.
2. Bidders shall provide correct and accurate information required in this form.
3. All fields with asterisks (*) are mandatory and must be filled up. Failure to provide information on mandatory fields will disqualify your quotation.
4. Price quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
5. Price quotation(s), to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
8. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative(s).
9. The **HLURB** shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The **HLURB** shall rescind the contract once the cumulative amount of liquidated damages reached ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.