



REQUEST FOR QUOTATION

RFO-CO-19-014-rep

The Housing and Land Use Regulatory Board, through its Bids and Awards Committee, will undertake the procurement for the **Logo Design for the Human Settlements Adjudication Commission (HSAC)** in accordance with Section 53.6 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project:	Logo Design for the Human Settlements Adjudication Commission (HSAC)
Specifications:	Please see attached Terms of Reference
Approved Budget for the Contract:	Sixty Thousand Pesos (Php60,000.00), inclusive of taxes

Interested providers are requested to indicate their PhilGEPS Registration Number on their proposal, and to attach together with their quotation the documentary requirements listed in the Terms of Reference.

The deadline for the submission of open quotations and documentary requirements is on or before **9:00AM of 14 November 2019** at the Procurement Section-Administrative Division, 7/F Sunnymede I.T. Center, 1614 Quezon Ave., Brgy. South Triangle, Quezon City, or through e-mail addresses <ps_admin@hlurb.gov.ph> or <ps.hlurb@gmail.com>.

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.

FREDERICK ALLAN M. LIGSAY

Procurement Section-Admin. Division
Tel. Nos. (02)8927-2698 or 8373-1811 local
1042

V. Design Specifications and Scope of Work

1. The winning bidder shall have a meeting with the end-user representatives to discuss the details/parameters of the logo.
2. The designer/artist shall submit at least **one (1) logo design** with **three (3) revisions** and shall be subjected to the concurrence of the officer of HLURB. The designer/artist shall finalize the logo in accordance with the changes/modification/alterations of HLURB/HSAC without any additional cost/charges.
3. The logo shall be in digitized format (at least 600 dpi with a file extension of .jpg).
 - a. The raw file of the digital artwork should be drawn/illustrated in A4 size using Adobe Photoshop.
 - b. A brief description or rationale (not more than 500 words) explaining the components of the logo should also be included with the design.
 - c. The logo should not carry the name of the artist.
4. The design of the logo should be in accordance with the above enumerated mandates of the HSAC.
5. By submitting a proposal, the designer/artist declares that the logo:
 - a. submitted is his/her original work;
 - b. have not been submitted to any other agency/office; and
 - c. do not infringe on any third party's existing copyrights.

Any complaints that may arise due to similarities, likeness or comparison of the design would be the accountability of the artist/illustrator as he/she would be responsible to prove its *originality/authenticity*.

6. When necessary, the designer/artist shall grants HLURB/HSAC authority to change/modify/alter the submitted logo.

VI. Period of Delivery

The contract shall be completed within **thirty (30) days** from receipt of the Notice to Proceed. The designer/artist shall turnover to HLURB all pertinent files and documents within the same period.

III. Approved Budget for the Contract (ABC)

The procurement activity shall be undertaken under Sec. 53.6 (*Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services*) of Annex "H" of the 2016 Revised Implementing Rules and Regulations of RA 9184.

The procurement project shall have an ABC of **Sixty Thousand Pesos (P60,000.00)**.

IV. Documentary Requirements

The designer/artist must submit the following before lapse of the deadline for the submission of price quotation:

A. For individual consultants:

1. Professional License/Curriculum Vitae.
2. PhilGEPS Registration Number.
3. BIR Certificate of Registration or TIN.
4. List of Completed &/or On-going Government and Private Contracts on Similar Projects with End-User's Acceptance/Proof of Final Payment &/or Certificate of Satisfactory Service.
5. Sample of Approved Logo Designs.
6. Omnibus Sworn Statement.

B. For firms:

1. DTI Registration or Mayor's/Business Permit.
2. PhilGEPS Registration Number.
3. BIR Certificate of Registration.
4. List of Completed &/or On-going Government and Private Contracts on Similar Projects with End-User's Acceptance/Proof of Final Payment &/or Certificate of Satisfactory Service.
5. Sample of Approved Logo Designs.
6. Omnibus Sworn Statement.

C. Financial Proposal

Signed Price Quotation must be sent to:

The Bids and Awards Committee

Housing and Land Use Regulatory Board

8/F Sunnymede IT Center, 1614 Quezon Ave.

Brgy. South Triangle, Quezon City

or through email address <ps_admin@hlurb.gov.ph>

Vii. Payment Terms


The payment scheme below shall be observed in the processing of payment in favor of the designer/artist:

Phase	Requirement	Portion of the Contract Price
Pre-Design Phase	Upon issuance of the Notice to Proceed	15%
Design Phase	Upon presentation of initial design	50%
Post-Design Phase	Upon acceptance/approval of final design	35%

VIII. Ownership

1. The final logo submitted shall be considered as property of the HLURB/HSAC, and maybe used by the HLURB/HSAC in any way. Consequently, the approved logo will be featured in the HLURB/HSAC website, publications, advertisement, exhibits, communications, and other printed or digital media.
2. The HLURB/HSAC shall have exclusive rights to the approved logo design. It shall be published on websites, and in other collaterals including letterheads, envelopes, publications, information materials and others.

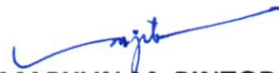
Prepared by:



NERISSA M. SAN JOSE

Officer-in-Charge, Administrative Division

Recommending Approval:



COMM. MARYLIN M. PINTOR

Supervising Commissioner for Admin. and Finance

Approved by:



COMM. MELZAR P. GALICIA

Commissioner and Officer-in-Charge