



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON HUMAN RIGHTS**

**REQUEST FOR QUOTATION**

November 19, 2020

Dear Sir/Madam:

Greetings from the Commission on Human Rights!

The Commission on Human Rights (CHR), through its Bids and Awards Committee for Goods and Services (BAC-GS), will procure **Supply and Delivery of Client Care Kit** through **Section 53.9 Negotiated Procurement – Small Value Procurement of the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184** with an Approved Budget for the Contract (ABC) of **Two Hundred Fifty-Two Thousand Three Hundred Pesos (PhP252,300.00)** under the 2020 budget of the CHR pursuant to the 2020 CHR Annual Procurement Plan (APP).

The detailed technical specifications are as follows:

Quantity	Unit	Description
		Supply and Delivery of Client Care Kit
1802	pcs	Specifications for Client Care Kit: Quantity: 1802 pcs Size: 29 cm x 18 cm x 2 cm (W x L x SIDE) Material: Poly Fine Material Color: Black with blue lining Print: Silk Screen Printing Color (Print): Full Color (4 colors) Note: One approved sample first before mass production Delivery: 30 days after approved proof  <b>Please see attached photo/image (front and back)</b>
Note: 1. This is a ONE (1) LOT only procurement activity. 2. <b>Please see attached sample image/photo.</b> 3. Bids above the approved budget for the contract (ABC) shall be automatically disqualified. 4. Alternative Bids shall not be allowed. 5. Please include in your bid proposal your price validity period. 6. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility within fifteen (15) days after submission of final billing (Statement of Account) and user's acceptance of the product. <u>Bank transfer fee shall be charged against the creditor's account for other banking institution.</u>		

7. Using your own bid proposal format is permissible provided the same shall be submitted together with the Reply Slip.

**Your quotation/proposal must be submitted together with the attached reply slip on or before 5:00PM of November 25, 2020** through email address [procurement.chr@gmail.com](mailto:procurement.chr@gmail.com).

Should you have concerns, you may contact the Procurement Division at telefax no. 936-6107 or mobile no. 0917-857-1607.

The CHR reserves the right to reject any and all quotations/bids, to annul the procurement process, declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

Truly yours,

  
**MARIA TERESA G. SANTAZO**  
Officer-in-Charge/AO V  
Procurement Division

**REPLY SLIP**

**PROCUREMENT REQUEST FOR QUOTATION NO.** : \_\_\_\_\_  
 : **11-250 s. 2020**

November \_\_\_\_, 2020

**Ms. Maria Teresa G. Antazo**  
 Officer-In-Charge/AO-V  
 Procurement Division, Commission on Human Rights  
 3<sup>rd</sup> Floor, General Administrative Office  
 Procurement Division, SAAC Building,  
 U.P. Complex, Commonwealth Avenue,  
 Diliman, Quezon City

**Dear Ms. Antazo:**

This is to submit the following bid quotation/proposal for the subject procurement with a total bid price of \_\_\_\_\_ **Pesos (PhP \_\_\_\_\_ .00)**, inclusive of all existing and appropriate government taxes and charges:

Quantity	Unit	Description

I hereby certify that the above bid quotation/proposal is true and correct, and I accept the rights of the Commission on Human Rights, as the Procuring Entity, under Section 41 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Thank you.

Truly yours,

**Name of Bidder** : \_\_\_\_\_  
**Authorized Representative** : \_\_\_\_\_  
**Designation/Position** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Telephone No./Mobile No.** : \_\_\_\_\_  
**Email address** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_  
**TIN** : \_\_\_\_\_  
**Landbank Account Name** : \_\_\_\_\_  
**Landbank Account Number** : \_\_\_\_\_  
**Signature** : \_\_\_\_\_

## SPECIFICATIONS FOR CLIENT CARE KIT

- Budget:** P252,300.00
- Quantity:** 1802 pcs.
- Size:** 29cm x 18 cm x 2 cm (W x L x SIDE)
- Material:** Poly fine
- Material Color:** Black with blue lining
- Print:** Silk Screen Printing
- Color (print):** Full Color (4 colors)
- Note:** One approved sample first before mass production
- for* **Delivery:** 30 days after approved proof

### FRONT



### BACK

