



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION

RFQ No. 2023-10-186

24 October 2023

Sir/Madam:

*Greetings from the Commission on Human Rights (CHR)! The CHR through its Security, Protection and Assistance Division (SPAD) intends to apply the sum of **Five Hundred Sixty-Two Thousand Five Hundred Pesos (PhP562,500.00)** as an Approved Budget for the Contract (ABC) for the **LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROTECTIVE AGENTS' TRAINING on November 13-17, 2023** through Section 53.10 Negotiated Procurement – Lease of Real Property and Venue of 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184. The minimum technical specifications are as follows:*

FUNCTION ROOM

Formal Meeting Room:

- Air-conditioned; Well-lighted and ventilated;*
- Large enough for the **55 participants** observing health protocols*

*Date/Time of the Activity: **November 13-17, 2023 / 8:00 am to 5:00 pm***

*Meeting tables and chairs in **Classroom Set-up***

With Sound System, 3 microphones, Rostrum, Extension Cords, LCD Projector and Screen, Whiteboard, Flip Chart, Registration Table, & Standby Technician

Complimentary WiFi Access & Parking Space

With Flowing Coffee, Tea & Drinking Water

MEALS (with Drinks; Strictly NO PORK)

	Nov. 13, 2023	Nov. 14-16, 2023	Nov. 17, 2023
<i>Buffet Breakfast</i>	-	<i>55 pax</i>	<i>55 pax</i>
<i>AM Snacks</i>	-	<i>55 pax</i>	<i>55 pax</i>
<i>Buffet Lunch</i>	<i>55 pax</i>	<i>55 pax</i>	<i>55 pax</i>
<i>PM Snacks</i>	<i>55 pax</i>	<i>55 pax</i>	-
<i>Buffet Dinner</i>	<i>55 pax</i>	<i>55 pax</i>	-

CHR ng lahat: Naglilingkod maging sino ka man

Commonwealth Avenue, U.P. Complex, Diliman, Quezon City, Philippines 1101

Tel. Nos. (02) 8294 8704 • (02) 8925 3886

ROOM ACCOMMODATION

*11 Quintuple Sharing Rooms (for 55 pax)
(5 Individual Beds)*

- *Check-in – November 13, 2023*
- *Check-out – November 17, 2023*

If interested, please submit your duly signed quotation subject to the attached Terms and Conditions on or before **10:00 am, OCTOBER 27, 2023** through e-mail address procurement@chr.gov.ph. For any clarification, you may contact us at telephone number 8936-6107 or mobile phone number 0917-8571607.

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. ANTAZO
Head, BAC Secretariat
Chief, GAO-Procurement Division


CHR Procurement through NP-SVP

TERMS & CONDITIONS:

1. Quotations shall be submitted together with a copy of the following documentary requirements on or before the scheduled deadline of submission as stated in the RFQ. **Late submissions shall not be accepted:**
 - a. 2023 Business / Mayor's Permit
 - b. PhilGEPS Certificate of Registration
 - c. Reply Slip (pls see attached format)

The winning bidder will be required to submit the OMNIBUS SWORN STATEMENT prior to the award of the contract:

2. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified pursuant to Section 31.0 of the 2016 IRR of R.A 9184;
3. Failure to comply with **any** of the technical specifications/requirements will disqualify the quotation;
4. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties, and levies;
5. Price validity period shall be a minimum of Thirty (30) days from the date of bid submission;
6. Winning bidder will be determined to have submitted the Lowest Calculated Responsive Bid (LCRB). In case of a tie, the CHR shall apply the tie-breaking method of "toss a coin" through an online coin flipper;
7. Payment shall be made through the Land Bank of the Philippines' LDDAP-ADA / Bank Transfer facility within fifteen (15) calendar days after the complete delivery and submission of the required documents. For other bank institutions, the corresponding bank transfer fee shall be charged against the creditor's account.


MARIA TERESA G. ANTAZO
Head, BAC Secretariat/
Chief, GAO-Procurement Division

REPLY SLIP

PROCUREMENT : **LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROTECTIVE AGENTS' TRAINING on November 13-17, 2023**
RFQ NO. : **2023-10-186**

Date: _____

THE BIDS AND AWARDS COMMITTEE

Through the BAC Secretariat
Commission on Human Rights
3rd Floor, SAAC Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Sir / Madam:

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

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

Truly yours,

<i>Bidder (Company Name)</i>	
<i>Address</i>	
<i>Authorized Representative</i>	
<i>Designation/Position</i>	
<i>Telephone No./Mobile No.</i>	
<i>Email address</i>	
<i>PhilGEPS Registration No.</i>	
<i>Tax Identification No. (TIN)</i>	
<i>Bank Account Name & Number</i>	
<i>Bank Name & Branch</i>	
<i>Signature</i>	