



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

**REQUEST FOR PROPOSAL**

RFP No. 2023-10-188

**Procurement of Services of a Graphic and Layout Artist for  
GEWHRC Leaflets**

The Commission on Human Rights (CHR) through the Human Rights Centers Management Office intends to apply the sum of **Forty-Nine Thousand Pesos (PhP49,000.00)**, inclusive of all applicable government taxes and charges, being the Approved Budget for the Contract (ABC) for the **Procurement of Services of a Graphic and Layout Artist for GEWHRC Leaflets**. The attached Terms of Reference provide the details of the Scope of Services, Eligibility Requirements, Qualifications, and Deliverables.

The bid proposal shall correspond to the specific requirements and shall be accompanied by documents or evidence in response to the eligibility, technical and financial requirements as provided in 2016 Revised Implementing Rules and Regulations of Republic Act 9184;

The Bids and Awards Committee for Consulting Services, Infrastructure, and Foreign-Assisted Projects (BAC-CSIFAP) shall determine and recommend the award of the contract to the bidder with the Highest Rated and Responsive Bid (HRRB) pursuant to Section 37.1.1 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

If interested, kindly submit your proposal together with the documentary requirements **on or before 10:00 AM of November 3, 2023**, in a sealed bid envelope at the 3<sup>rd</sup> Floor, Procurement Division, CHR Central Office, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address [procurement@chr.gov.ph](mailto:procurement@chr.gov.ph).

The CHR reserves the right to reject any and all proposals/bids, to annul the procurement process, declare a failure of bidding, to reject all proposals/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 2016 Revised IRR of RA 9184.

**CHR ng lahat: Naglilingkod maging sino ka man**

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

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

For other information, please call:

**Bids and Awards Committee Secretariat**

Procurement Division

COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES

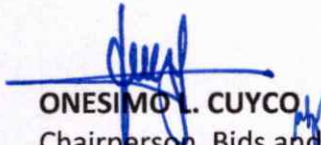
3rd Floor, SAAC Building, U.P. Complex

Commonwealth Avenue, Diliman, Quezon City

Tel. No.: (+632) 8936-6107

Cellphone Numbers: 0917-857-1607

Email Address: [procurement@chr.gov.ph](mailto:procurement@chr.gov.ph)



**ONESIMO L. CUYCO**

Chairperson, Bids and Awards Committee  
for Consulting Services, Infrastructure and  
Foreign-Assisted Projects (BAC-CSIFAP)

*Date: 27 October 2023*

## **Terms of Reference Graphic and Layout Artist for GEWHRC Leaflets**

### **Background and Rationale**

The Commission is designated as the Gender and Development Ombud (Gender Ombud) tasked to advocate for the promotion and protection of women's human rights and to recommend appropriate actions to the Government. As Gender Ombud, the Commission is specifically tasked to establish guidelines and mechanisms that will facilitate access of women to legal remedies under the Act and related laws and enhance the promotion and protection of women, especially marginalized women. Pursuant to said mandates, the Commission through the Center for Gender Equality and Women's Human Rights (CGEWHR) will release gender ombud information, education and campaign materials. These IEC materials will be distributed to the public targeting community women, girls and LGBTQI.

#### **• Leaflets**

These leaflets will be developed by GEWHRC based on the available institutional materials and those gathered from the conduct of its monitoring activities. One primer on the mandates and responsibilities of CHR as Gender Ombud and two other primers for the salient provisions of Safe Spaces Act (RA 11313) and Solo Parent Welfare Expanded Act (RA 11861); two newly-passed laws which aims to advocate for the promotion and protection of women's human rights.

### **Out Expertise and qualifications:**

The Graphic and Layout Artist is expected to be:

- Possesses education, experience, and skills necessary to perform the job as described herein – particularly experience in graphic design, lay out and illustration;
- Not related within the third (3rd) degree of consanguinity or affinity to the hiring authority and/or a representative of the First Party; and
- Background on graphic design involving human rights, women's human rights, development work is preferred.

### **Scope of Work**

- Develop and produce the design and layout of the contents of the leaflets;
- The graphic and layout will present a simple and graphic presentation of the leaflets;
- The artist shall be guided by the CHR style book, including the CHR-Your Gender Ombud campaign; and
- The artist will incorporate the comments of the CHR- Strat Com, CHR-GEWHRC and the Focal Commissioner.

### **Expected Output**

#### **1. GEWHRC Leaflets**

- CHR Bilang Gender Ombud (A4 trifold, full color)
- Bawal Bastos Law (A4 trifold, full color)
- Solo Parent Welfare Expanded Act (A4 trifold, full color)

- 2. Submit electronic copies compatible for website posting and
- 3. Turn-over editable final copies to the end-user.

**Engagement**

The artist will be engaged for one month from the acceptance of Notice to Proceed.

**Budget**

Php 49,000/gross

**Evaluation of Proposal**

Method	Criteria
Quality-Based Evaluation: 100% for Qualifications and sample works similar to the project	<ul style="list-style-type: none"> <li>a. Qualifications, Experience and Capability (90 points)</li> <li>b. Sample work (10 points)</li> </ul>
<b>Passing rate: 95%</b>	

**Required Documents**

For evaluation and verification purposes, the following documents are required to be submitted:

- 1. List & Proof of completed projects similar to the project
- 2. Copy of PhilGEPS Registration
- 3. BIR Certificate of Registration

Prepared by:

  
**ATTY. KRISSI SHAFFINA TWYLA A. RUBIN**  
 OIC - CGEWHR

Approved by:

  
**DR. RENANTE A. BASAS**  
 Director IV - HRCMO



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


CHR Procurement through NP-SVP

**TERMS & CONDITIONS:**

1. If interested, you may submit your **PROPOSAL** with a copy of the attached **REPLY SLIP** and the following documentary requirements on or before the scheduled submission deadline as specified in the RFP. **Late submissions shall not be accepted:**
  - a. Curriculum Vitae with Professional License / Certificates
  - b. PhilGEPS Registration
  - c. BIR Certificate of Registration

The winning bidder will be required to submit an **Omnibus Sworn Statement** before awarding the contract

2. The Approved Budget for the Contract (ABC) is the ceiling price. Total financial bid 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 bid proposal;
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 Sixty (60) days from the date of bid submission;
6. Winning bidder will be determined to have submitted the Highest Rated Responsive Bid (HRRB). 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. The corresponding bank transfer fee shall be charged against the creditor's account for other bank institutions.

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

## REPLY SLIP

**PROJECT** : Procurement of Services of a Graphic and Layout Artist for GEWHRC Leaflets  
**RFP NO.** : 2023-10-188

Date: \_\_\_\_\_

**THE BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES,  
INFRASTRUCTURE AND FOREIGN-ASSISTED PROJECTS**

c/o Procurement Division  
Commission on Human Rights  
U.P. Complex, Commonwealth Avenue,  
Diliman, Quezon City

**Sir / Madam:**

This is to submit the 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 proposal 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,

*Bidder (Consultant)*

*Address*

*Telephone No./Mobile No.*

*Email address*

*PhilGEPS Registration No.*

*Tax Identification No. (TIN)*

*Bank Acct. No. / Name*

*Bank Name / Branch*

*Signature*