



COMMISSION ON HUMAN RIGHTS

RFQ No.2023-11-RES-023

REQUEST FOR QUOTATION

Nov. 07, 2023

Dear **Sir/Madam**:

Greetings from the Commission on Human Rights-National Capital Region Office!

The Commission on Human Rights-National Capital Region Office (CHR-NCR), through its Bids and Awards Committee (BAC), intends to procure **Hygiene Kits** for the conduct of **Monitoring of Situation of Children in Conflict with the Law through facility visit/ observance of National Children's Month and Juvenile Justice and Welfare Consciousness Week on November 20-24, 2023** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, with an Approved Budget for the Contract (ABC) of **One Hundred Nine Thousand Pesos only (P 109,000)** inclusive of all existing and appropriate government taxes and charges:

The detailed specifications are as follows:

Unit	Item Description	Quantity	Unit Cost	Total Cost
pack	Hygiene Kits (Boys)	700	Php.130.00	Php 91,000.00
	* 1 clear zipper bag (20cmx28cm)			
	* 1 piece Bathsoap (55g/60g)			
	* 2 sachets Deodorant lotion (3ml)			
	* 4 sachets Shampoo (12ml/15ml)			
	* 1 twin sachets regular tooth paste (twin pack)			
pack	Hygiene Kits (Girls)	110	Php.130.00	P 18,700.00
	* 1 clear zipper bag (20cmx28cm)			
	*1 piece Bathsoap (55g/60g)			
	*2 sachets Deodorant lotion (3ml)			
	*4 sachets Shampoo (12ml/15ml)			
	* 1 twin sachets regular tooth paste (twin pack)			
	1 pack 235 mm Sanitary Pad (8pcs individually wrapped, no wings)			
			Total	P 109,000.00

Delivery period: *Two (2) days before the activity*
Free of delivery charge and individually packed per kit

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



COMMISSION ON HUMAN RIGHTS

Your quotation/proposal must be submitted using the attached reply slip on or before 4PM on Nov. 09, 2023, at the NCR Office, Commission on Human Rights, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address chrncrbac2122@gmail.com.

Should you have concerns, you may contact the NCR Office at telefax no. 8-928-7098 or cellphone number 0906-0217146 / 0919-4447720, or at the email address written above.

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 CASTILLANO
BAC Secretariat - Head

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NATIONAL CAPITAL REGION

CHR-NCR Procurement through NP-SVP *Terms and Conditions*

1. Interested bidder(s) are required to use the attached prescribed format of Quotation, which may be printed in the company letterhead.
2. Quotation 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 submission shall not be accepted:
 - a. 2023 Business/Mayor's Permit;
 - b. PHILGEPs Registration; and
 - c. Brochure, if any (supporting document to your quotation).
3. The winning bidder will also be required to submit the following documents prior to award of contract:
 - d. Omnibus Sworn Statement; and
 - e. Latest Income Tax Return.
4. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified pursuant to Section 31.C of the 2016 IRR of Republic Act No. 9184.
5. Failure to comply with **any** of the technical specifications/ requirements will disqualify the quotation.
6. Bidders shall verify and finalize the prices of items and computations made on all bidding documents **before** submission to the CHR-NCR BAC Secretariat. Request for corrections on the bidding documents after their submission to the Secretariat, on account of the mistake and/or negligence of the bidder(s), will automatically result in the disqualification of the said bidder(s) from the bidding process.
7. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties, and levies.
8. Price validity period shall be minimum of Sixty (60) days from the date of bid submission.
9. Winning bidder will be determined to have submitted the Lowest Calculated Responsive Bid (LCRB) or Single Calculated Responsive Bid (SCRB), as the case may be. In case of tie, CHR- NCR shall apply the tie-breaking method of "toss coin" through online coin flipper.
10. Payment shall be made through 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 banking institutions, corresponding bank transfer fee shall be charged against the creditor's account.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CHR-NCR may rescind the contract once the cumulative amount of liquidation damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.


MARIA TERESA CASTILLANO
Head, CHR-NCR BAC Secretariat

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REPLY SLIP

PROCUREMENT : **Hygiene Kits**
REQUEST FOR QUOTATION NO. : **2023-11-RES-023**

MARIA TERESA CASTILLANO
Head, BAC Secretariat
Commission on Human Rights-NCR Office
SAAC Building, U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Dear Ms. Castellano:

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

Quantity	Unit	Description
700 packs	@ PhP 130/pack	Hygiene Kits for boys
110 packs	@ PhP 110/pack	Hygiene Kits for girls

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. : _____

Signature : _____