



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

NATIONAL CAPITAL REGION OFFICE

REQUEST FOR QUOTATION

2025-09-RFQ-021
September 11, 2025

Dear Sir/Madam:

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

The Commission on Human Rights – National Capital Region (CHR-NCR), through its Bids and Awards Committee (BAC), **intends to procure the Supply and Delivery of ICT Equipment - Omni-Directional Conference Microphone**. The procurement will be conducted through **Alternative/Small Value Procurement** pursuant to Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, with total Approved Budget for the Contract (ABC) of **Forty-Nine Thousand Nine Hundred Pesos (PhP49,900.00)**, inclusive of all applicable government taxes and charges:

The detailed specifications are as follows:

Unit	Item Description	Quantity	Unit Cost	Total Cost
unit	Omni-Directional Conference Microphone	1	49,900	PhP49,900.00
	Minimum Specifications			
	Connectivity	Bluetooth, USB, 3.5mm jack		
	Microphone Frequency Range	100Hz – 20KHz		
	Microphone Bandwidth	Wideband		
	Operating Range	At least 5m		
	Certification	Environmental Compliance Certificate (ECC) (such as but not limited to Energy Star, RoHS, CE, or its equivalent)		
	Warranty	At least one year for parts and services		
	Delivery Terms:			
	15-30 Calendar Days upon receipt of the Notice to Proceed			
	XXXXXXXXXXXXXXXXXX			



CHR ng lahat: Naglilingkod maging sino ka man

Jose Martin C. Gascon Building, UP Complex, Commonwealth Avenue, Diliman Quezon City, 1101

✉ ncr@chr.gov.ph

☎ 0906 021 7146 (Globe)

☎ (02) 8932 8093

☎ 0919 444 7720 (Smart)



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			Grand Total	PhP49,900.00

Your quotation / proposal must be submitted using the attached reply slip on or before **1:00 pm of September 16, 2025** at the 1st Floor, CHR-NCR Office, Jose Luis Martin Gascon Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address chrncrbac2122@gmail.com¹.

Should you have concerns, you may contact the NCR Office at telefax no. 8-928-7098 or cellphone number 0976-0038240 / 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 contact 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,


JOSHUA JAMES A. GULTIANO
Head, BAC Secretariat, CHR-NCR

¹ Please note that chrncrbac2122@gmail.com is the email of the CHR NCR-BAC only. The official email address of CHR-NCR is ncr@chr.gov.ph.



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CHR-NCR Procurement through 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. **Updated Business/Mayor's Permit;**
 - b. **Updated Proof of PHILGEPS Registration;** and
 - c. **Brochure**, if any (supporting document to your quotation).
3. The winning bidder may also be required to submit the following documents prior to award of contract, as may be necessary:
 - d. Omnibus Sworn Statement; and
 - e. Latest Income Tax Return.
4. The Approved Budget for the Contract (ABC) is the ceiling price. Total financial bid exceeding the ABC shall be disqualified pursuant to Section 31.C of the 2016 IRR of Republic Act No. 9184, as provided under Section 113 (Transitory Provision) of Republic Act No. 12009 (Government Procurement Reform Act).
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 liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.


JOSHUA JAMES A. GULTIANO
Head, BAC Secretariat, CHR-NCR



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REPLY SLIP

PROCUREMENT : **Supply and Delivery of ICT Equipment - Omni-Directional Conference Microphone**
REQUEST FOR QUOTATION NO. : **2025-09-RFQ-021**
BID DEADLINE : **16 September 2025** (on or before 1:00 pm)

JOSHUA JAMES A. GULTIANO
 Head, BAC Secretariat
 Commission on Human Rights-NCR Office
 1st Floor, CHR-NCR Office
 Jose Luis Martin Gascon Building,
 U.P. Complex, Commonwealth Avenue,
 Diliman, Quezon City

Dear Mr. Gultiano:

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:

Unit	Item Description		Quantity	Unit Cost	Total Cost
unit	Omni-Directional Conference Microphone		1		
	Minimum Specifications				
	Connectivity	Bluetooth, USB, 3.5mm jack			
	Microphone Frequency Range	100Hz – 20KHz			
	Microphone Bandwidth	Wideband			
	Operating Range	At least 5m			
	Certification	Environmental Compliance Certificate (ECC) (such as but not limited to Energy Star, RoHS, CE, or its equivalent)			
	Warranty	At least one year for parts and services			
	Delivery Terms:				
	15-30 Calendar Days upon receipt of the Notice to Proceed				
	XXXXXXXXXXXXXXXXXX				
				Grand Total	

Shall be awarded per item

Shall be awarded as one lot

I will not participate due to:

- | | |
|--|---|
| <input type="checkbox"/> The budget is too low | <input type="checkbox"/> Does not have eligibility documents |
| <input type="checkbox"/> The requested item is not available | <input type="checkbox"/> Non-conformity with gov't terms of payment |
| <input type="checkbox"/> The venue is fully booked | <input type="checkbox"/> For other reason(s), please specify, |

_____.

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,

Business Name : _____

PhilGEPS Registration No. : _____

Authorized Representative : _____

Designation/Position : _____

Address : _____

Telephone No./Mobile No. : _____

Email Address : _____

Date and Signature : _____