COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION
RFQ 2026-10-127

October 01, 2026

Sir / Madam:

Greetings from the Commission on Human Rights!

The Commission on Human Rights (CHR) Central Office, intends to apply the sum of **Three Hundred Thirty-Two Thousand Five Hundred Pesos (PhP332,500.00)** as an Approved Budget for the Contract (ABC) for the **Supply and Delivery of Packed Meals and Catering Services for the CHR Scheduled Activities on the 4th Quarter of 2026** through Section 34 Small Value Procurement of the Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 12009. For complete details see attached **Technical Specifications**.

If interested, you may submit your duly signed quotation subject to the attached Terms and Conditions on or before **3:00PM, October 5, 2026** through e-mail address procurement@chr.gov.ph. For any clarification, you may contact us at 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.70 of the IRR of RA 12009.

Truly yours,

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

CHR Procurement through MP-SVP
TERMS & 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. 2026 Business / Mayor's Permit
    b. PhilGEPS Registration

    The winning bidder will be required to submit **Notarized Omnibus Sworn Statement** prior to the notice of award.

3. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified pursuant to Section 60.1 of the 2016 IRR of R.A 12009;

4. Failure to comply with **any** of the technical specifications / requirements will disqualify the quotation;

5. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties and levies;

6. Price validity period shall be minimum of Sixty (60) days from the date of bid submission;

7. Winning bidder will be determined to have submitted the Lowest Calculated Responsive Bid (LCRB). In case of tie, the CHR shall apply the tie-breaking method of "toss a coin" through online coin flipper;

8. 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 institution, corresponding bank transfer fee shall be charged against the creditor's account.

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

QUOTATION

PROCUREMENT : Supply and Delivery of Packed Meals and Catering Services for the CHR Scheduled Activities on the 4th Quarter of 2026

RFQ NO. : 2026-10-127

Date: _____

THE BIDS AND AWARDS COMMITTEE
c/o Procurement Division
Commission on Human Rights
Diliman, Quezon City

Sir/Madam:

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

ACTIVITY 1

Minimum Technical Specifications	
Catering Services	**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
Gender Sensitivity Training on **October 15, 2026** **No. of Pax:** 60pax **ABC:** PhP30,000.00 Full Set Up (w/ chairs & tables)	☐ Comply ☐ Not Comply
Plated AM Snack: ▪ Pasta or Sandwich or rice-based breakfast meals, Drinks	
Assisted Buffet Lunch: Fish, Beef / Pork, Vegetables, Rice, Dessert, Drinks	
Plated PM Snack: Pasta or Sandwich or Pastries, Drinks	
Other Requirements: ▪ Flowing Coffee	☐ Comply ☐ Not Comply

ACTIVITY 2

Minimum Technical Specifications	
Catering Services	**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
Validation Forum on the Situation of Rape Including Incest Rape on **November 11, 2026** **No. of Pax:** 50pax **ABC:** PhP25,000.00 Buffet table only	☐ Comply ☐ Not Comply

Plated AM Snack: Pancit Canton (no pork), Orange Juice	
Assisted Buffet Lunch: ▪ Bangus Steak, Chicken Tinola, Rice Tropical Fruits, Iced Tea	
Plated PM Snack: Clubhouse Sandwich, Water	
Other Requirements: ▪ Flowing Coffee with tissue, sugar, spoons & other condiments ▪ No single-use plastic ▪ No pork; No cream dory	☐ Comply ☐ Not Comply

ACTIVITY 3

Minimum Technical Specifications		
Catering Services		**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
Preparation and Presentation of the Annual Report on the Situation of PDL on October 28-29, 2026 **No. of Pax:** 60pax **ABC:** PhP60,000.00		☐ Comply ☐ Not Comply
October 28, 2026 **AM Snack Plated:** Pasta	**October 29, 2026** **AM Snack Plated:** Pastries	
Assisted Buffet Lunch: Chicken, Fish Vegetables, Rice, Dessert, Drinks	**Assisted Buffet Lunch:** Chicken, Fish Vegetables, Rice, Dessert, Drinks	
Plated PM Snack: Pastries	**PM Snack Plated:** Pasta	
Other Requirements: ▪ Flowing Coffee ▪ No pork menu	**Other Requirements:** ▪ Flowing Coffee ▪ No pork menu	☐ Comply ☐ Not Comply

ACTIVITY 4

Minimum Technical Specifications	
Catering Services	**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
Mainstreaming of CHR Filipino Sign Language Situation Report on **Nov. 10, 2026** **No. of Pax:** 50pax **ABC:** PhP25,000.00 Buffet table only	☐ Comply ☐ Not Comply
Plated AM Snack: Pasta with Bread, Orange Juice	

Assisted Buffet Lunch: Bangus Steak, Chicken Tinola, Rice Tropical Fruits, Iced Tea	
Plated PM Snack: Clubhouse Sandwich, Water	
Other Requirements: ▪ Flowing Coffee with tissue, sugar, spoons & other condiments ▪ No single-use plastic ▪ No pork; No cream dory	☐ Comply ☐ Not Comply

ACTIVITY 5

Minimum Technical Specifications	
Catering Services	**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
Mainstreaming of CHR Disability Inclusive Disaster Risk Reduction Management Report **Nov. 17, 2026** **No. of Pax:** 50pax **ABC:** PhP25,000.00	☐ Comply ☐ Not Comply
Plated AM Snack: Pasta with Bread, Orange Juice	
Assisted Buffet Lunch: Bangus Steak, Chicken Tinola, Rice Tropical Fruits, Iced Tea	
Plated PM Snack: Clubhouse Sandwich, Water	
Other Requirements: ▪ Flowing Coffee with tissue, sugar, spoons & other condiments ▪ No single-use plastic ▪ No pork; No cream dory	☐ Comply ☐ Not Comply

ACTIVITY 6

Minimum Technical Specifications		
Catering Services		**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
18-Day Campaign Celebration **No. of Pax:** 60pax **ABC:** PhP60,000.00 Buffet table only		☐ Comply ☐ Not Comply
November 11, 2026 **Plated AM Snack:** Chicken Macaroni Soup, Orange Juice	**November 12, 2026** **Plated AM Snack:** Arroz Caldo with Egg, Orange Juice	

Assisted Buffet Lunch: Fried Bangus Belly, Chicken Adobo, Rice, Tropical Fruits, Iced Tea	**Assisted Buffet Lunch:** Fried Chicken, Sinigang na Boneless Bangus, Rice, Buko Pandan, Iced Tea	
Plated PM Snack: Turon and Camote Cue, Water	**Plated PM Snack:** Pancit Canton, Water	
Other Requirements: ▪ Flowing Coffee with tissue, sugar, spoons & other condiments ▪ No single-use plastic ▪ No pork; No cream dory	**Other Requirements:** ▪ Flowing Coffee with tissue, sugar, spoons & other condiments ▪ No single-use plastic ▪ No pork; No cream dory	☐ Comply ☐ Not Comply

ACTIVITY 7

Minimum Technical Specifications		
Packed Meals		**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
Mid-Term Review of the 2023-2029 National Human Rights Research Agenda Workshop with NGA's and Workshop with CSOs and ROs. **Nov. 23, 2026 (35 pax) ABC:** PhP17,500.00 **Nov. 24, 2026 (50 pax) ABC:** PhP15,000.00		☐ Comply ☐ Not Comply
<u>November 23, 2026</u> **Packed AM:** Sandwich, Bottled Juice	**<u>November 24, 2026</u>** **Packed Lunch:** Chicken, Vegetables, Rice, Bottled Juice	
Packed Lunch: Chicken, Vegetables Rice, Bottled Juice		
Packed PM Snack: Pasta, Bottled Water		
Other Requirements: ▪ Flowing Coffee ▪ No pork	**Other Requirements:** ▪ Flowing Coffee ▪ No pork	☐ Comply ☐ Not Comply

ACTIVITY 8

Minimum Technical Specifications	
Catering Services	**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
Stories from the Ground on **Nov. 26, 2026** **No. of Pax:** 50pax **ABC:** PhP25,000.00 Buffet table only	☐ Comply ☐ Not Comply
Plated AM Snack: Chicken Sandwich, Juice	
Assisted Buffet Lunch: Beef, Vegetables, Rice, Fruits, Drinks	
Plated PM Snack: Pasta, Juice	
Other Requirements: ▪ Flowing Coffee ▪ No pork	☐ Comply ☐ Not Comply

ACTIVITY 9

Minimum Technical Specifications		
Catering Services		**Please indicate your Specifications as per requirement (*MANDATORY FIELD*)**
Validation Workshop on the Implementation of CAT and OPCAT **No. of Pax:** 50pax **ABC:** PhP50,000.00		☐ Comply ☐ Not Comply
<u>December 3, 2026</u> **AM Snack:** Pastries	**<u>December 4, 2026</u>** **AM Snack:** Pastries	
Buffet Lunch: Chicken, Fish, Rice, Vegetables, Fruits, Drinks	**Buffet Lunch:** Chicken, Fish, Rice, Vegetables, Fruits, Drinks	
PM Snack: ▪ Pasta	-	
Other Requirements: ▪ Flowing Coffee ▪ No pork	**Other Requirements:** ▪ Flowing Coffee ▪ No pork	☐ Comply ☐ Not Comply

<u>FINANCIAL OFFER:</u>

Quantity / Items	Unit Price	Total Price
Activity 1 Gender Sensitivity Training on **October 15, 2026** **No. of Pax:** 60pax **ABC:** PhP30,000.00 Full Set Up (w/ chairs & tables)		*Inclusive of Tax*

Activity 2 Validation Forum on the Situation of Rape Including Incest Rape on **November 11, 2026** **No. of Pax:** 50pax **ABC:** PhP25,000.00 Buffet table only		*Inclusive of Tax*
Activity 3 Preparation and Presentation of the Annual Report on the Situation of PDL on October 28-29, 2026 **No. of Pax:** 60pax **ABC:** PhP60,000.00		*Inclusive of Tax*
Activity 4 Mainstreaming of CHR Filipino Sign Language Situation Report on **Nov. 10, 2026** **No. of Pax:** 50pax **ABC:** PhP25,000.00 Buffet table only		*Inclusive of Tax*
Activity 5 Mainstreaming of CHR Disability Inclusive Disaster Risk Reduction Management Report **Nov. 17, 2026** **No. of Pax:** 50pax **ABC:** PhP25,000.00		*Inclusive of Tax*
Activity 6 18-Day Campaign Celebrat ion **No. of Pax:** 60pax **ABC:** PhP60,000.00 Buffet table only		*Inclusive of Tax*
Activity 7 Mid-Term Review of the 2023-2029 National Human Rights Research Agenda Workshop with NGA's and Workshop with CSOs and ROs. **Nov. 23, 2026 (35 pax) ABC:** PhP17,500.00 **Nov. 24, 2026 (50 pax) ABC:** PhP15,000.00		*Inclusive of Tax*
Activity 8 Stories from the Ground on **Nov. 26, 2026** **No. of Pax:** 50pax **ABC:** PhP25,000.00 Buffet table only		*Inclusive of Tax*
Activity 9 Validation Workshop on the Implementation of CAT and OPCAT **No. of Pax:** 50pax **ABC:** PhP50,000.00		*Inclusive of Tax*

TOTAL OFFERED QUOTATION:	
In Words *(inclusive of tax)*:	**In Figures** *(inclusive of tax)*:

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 70 of Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

I further certify that our company is not blacklisted or not allowed to participate in the bidding of all government projects.

Truly yours,

Bidder (Company Name) :_____

Address :_____

Authorized :_____

Designation/Position :_____

Telephone No./Mobile No :_____

Email Address :_____

PhilGEPS Registration No :_____

Tax Identification No. (TIN) :_____

Signature :_____