



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

INVITATION TO BID FOR THE PROCUREMENT OF RENTAL SERVICES FOR SIXTEEN (16) UNITS COPYING MACHINES OF THE COMMISSION ON HUMAN RIGHTS, SAAC BUILDING, COMMONWEALTH AVENUE, DILIMAN, QUEZON CITY

1. The Commission on Human Rights (CHR), intends to apply the sum of **Two Million Pesos (PhP2,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Rental Services for Sixteen (16) Units Copying Machines of the Commission on Human Rights, SAAC Building, Commonwealth Avenue, Diliman, Quezon City. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The CHR now invites bids from interested, legitimate, qualified, experienced and reputable Companies/Agencies that are duly registered under the laws of the Republic of the Philippines to join and submit bids in accordance with the attached Terms of Reference (TOR) for the provision of the Procurement of Rental Services for Sixteen (16) Units Copying Machines of the Commission on Human Rights, SAAC Building, Commonwealth Avenue, Diliman, Quezon City. The company/prospective bidders must submit the PhilGEPS certificate of registration (Platinum) without attaching the copies of certificates of registration issued by SEC/DTI/CDA, mayor's permit, and tax clearance. PhilGEPS certificate of registration is sufficient. However, upon demand from the lowest calculated bid during the post-qualification of bids, the same must be available. However, for those documents that are expired, please submit/attach the proof of application for renewal of license/permit. The companies/agencies must have been engaged in business for at least five (5) years from the date of opening of bids.
3. Bidding will be conducted through open competitive bidding using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act."

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to Republic Act (RA) 5183.

4. The **CHR-Bids and Awards Committee for Goods and Services shall recommend the award of the contract** to the Head of the Procuring Entity (HoPE) **of a bidder** which will be determined to be the **Lowest Calculated Responsive Bid (LCRB)** pursuant to Section 37.1.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
5. Interested bidders may obtain further information from the Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below from 9:00AM to 5:00PM.
6. A **complete set of Bidding Documents** may be acquired by interested bidders on **December 17, 2019 to January 8, 2020** from the address below and upon payment of the applicable fee for the Bidding Documents pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB) in the amount of **Three Thousand Nine Hundred Pesos (Php2,000.00)**.

The purchase of bidding documents shall be on or before the deadline for the submission of bids, or only until 10:30a.m. of January 8, 2020.

It may also be downloaded free of charge from the website of the PhilGEPS and the website of the CHR, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The CHR will hold a **Pre-Bid Conference on December 23, 2019 at 11:00AM, 2nd Floor, CHR PARDEC Building, Boardroom, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City**, which shall be open to prospective bidders.
8. **Bids must be duly received by the BAC Secretariat at the address below on or before 10:30AM of January 8, 2020.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Bidding Documents.

Bid opening shall be on **January 8, 2020 at 11:00AM, 2nd Floor, CHR PARDEC Building, Boardroom, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City**. Bids will be opened in the presence of the duly authorized bidders' representatives who choose to attend at the address below. The duly authorized bidders' representative shall present an authorization letter using the letterhead of the company he/she is representing that is signed by the Head/President of the Company. **Late bids shall not be accepted.**

9. The CHR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Bids and Awards Committee Secretariat
 COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES
 General Administration Office-Procurement Division (GAO-PD)

3rd Floor, SAAC Building, U.P. Complex
Commonwealth Avenue, Diliman, Quezon City
Tel. No.: (+632) 8936-6107
Mobile No.: 0999-9902138 (smart) or 0917-8571607 (globe)
Email Address: procurement.chr@gmail.com
CHR Website: www.chr.gov.ph

Issued this 12th day of December 2019, Quezon City, Philippines.

Homero M. Rusiana
HOMERO MATTHEW P. RUSIANA *HR*
Chairperson, Bids and Awards Committee
for Goods and Services (BAC-GS)
& Director IV, Field Operations Office