



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

**INVITATION TO BID FOR THE  
PROCUREMENT OF VARIOUS LEASE OF VENUES FOR CY 2020 THROUGH  
ORDERING AGREEMENT ARRANGEMENT FOR THE  
COMMISSION ON HUMAN RIGHTS – (LOT 1 RE-BIDDING)**

1. The Commission on Human Rights (CHR), intends to apply the sum of **Nine Million Six Hundred Sixty-eight Thousand Eight Hundred Pesos (PhP9,668,800.00)** consideration for the **Approved Budget Ceiling** for lot 1 under the contract for the Procurement of Various Lease of Venues for CY 2020 through Ordering Agreement Arrangement for the CHR:

PARTICULARS	APPROVED BUDGET CEILING
<b>LOT 1 – January to December 2020</b>	
<b>Venue or Hotel located in Metro Manila BUT within 20 kilometer radius from CHR Central Office</b>	
a. Single room	PhP1,000.00/pax
b. Twin-sharing room	for meeting package only
c. Triple-sharing room	(inclusive of AM and PM snacks and assisted/managed buffet Lunch, and use of conference room and sound system)
d. Quadruple-sharing room	
	PhP2,500.00/pax
	[inclusive of accommodation, full meal package (with complimentary breakfast) and use of conference room and sound system]

The different hotels/venues for various activities that can provide free use of conference room/s which can accommodate the following number of pax:

- i. Good for 15 pax
- ii. Good for 20 pax
- iii. Good for 30 pax
- iv. Good for 40 pax
- v. Good for 50 pax
- vi. Good for 60 pax
- vii. Good for 70 pax

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- viii. Good for 80 pax
- ix. Good for 100 pax (for big events only)
- x. Good for 150 pax (for big events only)
- xi. Good for 350 pax (for big events only)
- xii. Good for 400 pax (for big events only)

Inclusions:

- a. Free use of LCD projector screen and LCD projector
  - b. Three (3) wireless microphones
  - c. Sound system
  - d. Flip chart
  - e. Two (2) white board markers
  - f. Free use of wifi connection
  - g. Set up of the conference room, *i.e.* Classroom set-up, U-shape, etc. (to be determined in the Ordering Agreement)
  - h. The winning service provider must warrant the use of LED light
  - i. Free use of venue/hotel amenities, *e.g.* swimming pool, spa, etc.
  - j. Complimentary parking
2. The CHR now invites bids from interested, licensed, legitimate and qualified bidders and/or suppliers 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 Procurement of Various Lease of Venues for CY 2020 through Ordering Agreement Arrangement for the CHR for Lot 1 (Re-bidding). Prospective bidders must have been engaged in business of venues or hotel accommodation for at least five (5) years and that are legitimate, qualified and duly registered under the laws of the Republic of the Philippines. The prospective bidders must submit the Philippine Government Electronic Procurement System (PhilGEPS) Certificate of Registration (Platinum) without attaching the copies of certificates of registration issued by SEC/DTI, mayor's permit, and tax clearance. PhilGEPS Certificate of registration (Platinum) is sufficient. However, upon demand from the lowest calculated bid during the post-qualification of bids, the same must be available. Further, for those documents that are expired, please submit/attach the proof of application for renewal of license/permit.

In lieu of the Platinum Certificate of Registration from PhilGEPS, the prospective bidders may submit the minimum eligibility requirements under Class "A" legal documents under Section 23.1(a) and 24.1(a) of the Revised IRR of RA 9184 and GPPB Resolution No. 18-2017 dated April 10, 2017:

- a. SEC/DTI/CDA certificate of Business Registration
- b. Current/Valid Mayor's or Business Permit
- c. Current/Valid Tax Clearance
- d. Audited Financial Statement for the last two (2) years, stamped received by the BIR

**The minimum guaranteed number of pax per activity is Fifteen (15).**

3. The completion of delivery and service must be within the day/s as stated in the Ordering Agreement Contract. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. Please see attached Terms of Reference for the detailed technical specifications and other requirements.

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4. 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.

5. The CHR will use and follow the prescribed rules and regulations under Appendix 26 of the Revised IRR of RA 9184 on Ordering Agreement.
6. The **recommendation of the award of contract shall be made to the Lowest Calculated Responsive Bid (LCRB)** to be determined by the Bids and Awards Committee for Goods and Services (BAC-GS) and to be approved by the Head of the Procuring Entity (HoPE).
7. Prospective bidders must submit bid price in accordance with the determined “approved budget ceiling” per lot item mentioned above. Bids received in excess of the “approved budget ceiling” per lot item shall be automatically rejected at bid opening.
8. 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.
9. 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 **Nine Thousand Six Hundred Fifty Pesos (Php9,650.00)**.

**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.

10. The CHR will hold a **Pre-Bid Conference on December 23, 2019 at 11:00AM, 2<sup>nd</sup> Floor, CHR PARDEC Building, Boardroom, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City**, which shall be open to prospective bidders.
11. **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, 2<sup>nd</sup> 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

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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.**

12. 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

Rm 308-309, Procurement Division, General Administration Office

3rd Floor, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City

Tel. No.: 936-6107

Fax No.: 294-8546

Mobile No.: 0999-9902138 (smart) or 0917-8571607 (globe)

Email Address: [procurement.chr@gmail.com](mailto:procurement.chr@gmail.com)

CHR Website: [www.chr.gov.ph](http://www.chr.gov.ph)

Issued this 12<sup>th</sup> day of December 2019, Quezon City, Philippines.

for:

  
**HOMERO MATTHEW P. RUSIANA** *HR*  
Director IV, Field Operations Office (FOO) &  
Chairperson, Bids and Awards Committee  
for Goods and Services

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