



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

INVITATION TO BID FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF
NINETY-ONE (91) UNITS OF LAPTOP COMPUTER FOR THE COMMISSION ON
HUMAN RIGHTS, SAAC BUILDING, COMMONWEALTH AVENUE, DILIMAN,
QUEZON CITY

1. The Commission on Human Rights (CHR), through the 2019 General Appropriations Act Fund of the Commission on Human Rights intends to apply the sum of **Four Million Two Hundred Fifty-four Thousand Four Hundred Seventy Pesos and 22/100. (Php4,254,470.22)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of the Supply and Delivery of Ninety-One (91) Units of Laptop Computer for 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 the Supply and Delivery of Ninety-One (91) Units of Laptop Computer for 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 responsive 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. The procurement project is to be used by the Commission on Human Rights, with the following technical requirements and specifications:

91 Units of Laptop Computer (Thin/Slim/Lightweight)	
Minimum Specifications	
Processor:	Quad (4) Core Processor (8M Cache, Base speed: 1.8GHz)
Hard Disk:	128 GB SATA3 SSD + 1 TB SATA 2.5" HDD

Memory:	8Gb
Display:	14.0-inches or less Ultra Slim; HD 1366x768
Camera:	built in web camera
Keyboard:	Keyboard with touch pad
Network Interface:	802.11ac WiFi and Bluetooth
Ports and slots:	SD Card Reader 1 x USB 2.0, 3 x USB 3 Gen 1 RJ45 HDMI VGA Port Combo (headphone/microphone) jack
Battery	4 Cell Battery
Weight	less than 2 Kg with battery
OS	Windows 10 Pro (64bit) and all drivers installed in SSD drive
Others	Laptop bag (same brand) AC power adapter (same brand)
Warranty	at least 1 year warranty on parts and services

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-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.
6. 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.
7. 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 Four Thousand Two Hundred Pesos (Php4,200.00).

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.

8. The CHR will hold a **Pre-Bid Conference on December 23, 2019 at 11:00AM, 2nd Floor, CHR PARDEC Building, Boardroom, Commonwealth Avenue, U.P. Complex, Diliman, Quezon City**, which shall be open to prospective bidders.
9. **Bids must be duly received by the BAC Secretariat at the address below on or before 10:30A.M. 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, Commonwealth Avenue, U.P. Complex, 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.**


10. 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 MATTHEW P. RUSIANA
Chairperson, Bids and Awards Committee
for Goods and Services (BAC-GS)
& Director IV, Field Operations Office

TERMS OF REFERENCE
Supply and Delivery of ICT Equipment and Audio Equipment for the
Commission on Human Rights,
SAAC Building Commonwealth Avenue,
Diliman, Quezon City

I. BACKGROUND

The Commission on Human Rights is looking for qualified and competent manufacturer/supplier who can supply ninety-one (91) units of laptop computer according to the CHR's requirements.

II. OBJECTIVES

The objective of this procurement project is to obtain the services of a legitimate, reputable and experienced supplier that can provide cost-efficient equipment units for CHR's official use.

III. DESCRIPTION AND SCOPE OF SERVICES

Requirements (Supply and delivery):

91 Units of Laptop Computer (Thin/Slim/Lightweight)	
Minimum Specifications	
Processor:	Quad (4) Core Processor (8M Cache, Base speed: 1.8GHz)
Hard Disk:	128 GB SATA3 SSD + 1 TB SATA 2.5" HDD
Memory:	8Gb
Display:	14.0-inches or less Ultra Slim; HD 1366x768
Camera:	built in web camera
Keyboard:	Keyboard with touch pad
Network Interface:	802.11ac WiFi and Bluetooth
Ports and slots:	SD Card Reader 1 x USB 2.0, 3 x USB 3 Gen 1 RJ45 HDMI VGA Port Combo (headphone/microphone) jack
Battery	4 Cell Battery
Weight	less than 2 Kg with battery
OS	Windows 10 Pro (64bit) and all drivers installed in SSD drive
Others	Laptop bag (same brand) AC power adapter (same brand)
Warranty	at least 1 year warranty on parts and services

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **4,254,470.22**

V. MODE OF PROCUREMENT

The mode shall be via Public Bidding based on the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.

VI. DELIVERY AND INSPECTION

- Delivery of the Laptop Computers requirement shall be 30 calendar days or earlier upon receipt of notice to proceed.
- The CHR shall have the right to inspect and/or test the delivered items to confirm conformity with the requirements.
- The supplier shall send at least two (2) I.T. technicians as a support for the inspection and testing of the equipment.
- Inspection and Acceptance Report from the CHR shall form part of the payment process as proof of compliance of the supplier on the requirements herein.

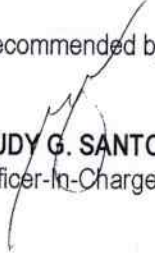
VII. MAINTENANCE/TECHNICAL SUPPORT

- During the warranty period, the vendor shall provide highly technical personnel to service the equipment including its components/peripherals whenever hardware breakdown and/or any related problems occur.
- On call support shall be available during the warranty period.
- On site support must be available whenever phone support could not solve the problem.
- On hardware repair, testing shall be done on-site to know the extent of the problem. All components beyond repair shall be replaced at no cost during the warranty period.
- The winning bidder must shoulder all expenses of the technical person(s) who will be providing the technical services on-site.

Prepared by:


REYNALDO E. GASPAR, JR.
Computer Programmer III

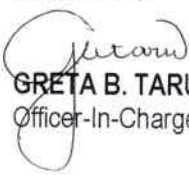
Recommended by:


RUDY G. SANTOS
Officer-In-Charge, MISD

Reviewed by:


DENNIS DOMINGO P. CANTOS
Information Technology Officer II

Approved by:


GRETA B. TARUN
Officer-In-Charge, PMO