



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION

September 21, 2020

Dear Sir/Madam:

Greetings from the Commission on Human Rights!

The Commission on Human Rights (CHR), through its Special Bids and Awards Committee for Foreign Assisted Projects (SBAC-FAPs), will procure the **Supply, Fabrication, and Delivery of Collapsible Canopy** through Section 53.9 Negotiated Procurement – Small Value Procurement of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 with an Approved Budget for the Contract (ABC) of **Eight Hundred Thousand Pesos (PhP 800.000.00)** under the approved 2020 CHR-GOJUST Fund and pursuant to the 2020 CHR Annual Procurement Plan.

The detailed technical specifications are as follows:

Unit	Item Description	Quantity	ABC
	SUPPLY, FABRICATION AND,DELIVERY OF COLLAPSIBLE CANOPY (Phase 1)		800,000.00
	Specifications:		
kgs	Ø1 1/2" X 3MM THK GI PIPE SCH. 40	1488.97	
kgs	Ø1" X 3MM THK GI PIPE SCH. 40	2282.18	
sqm	PVC COATED POLYESTER FABRIC or Equivalent Approved Roofing Material (with printed logo)	151.2	
kgs	BASEPLATE	200.29	
	Dimensions: Middle height - 6.79m Side heights - 6.20m Length - 8m with 60cm overhang Wide - 15.6m		
lot	Consumables (weld, etc.)	1	
	Sample Design: Middle Canopy (see attached design)		

	DELIVERY OF TERMS		
	Delivery and installation must be completed within forty-five (45) calendar days from receipt of Notice of Proceed (NTP)		

***PLEASE SEE ATTACHED TERMS OF REFERENCE (TOR) FOR MORE DETAILS**

Your quotation/proposal must be submitted together with the attached reply slip on or before 05:00 PM of September 24, 2020 in a sealed bid envelope at the 3rd Floor, General Administration Office-Procurement Division, CHR Central Office, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address gojustprocurement.chr2020@gmail.com .

Should you have concerns, you may contact the Procurement Division at telefax no. 936-6107 or 09178571607 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 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. 41 of the 2016 Revised IRR of RA 9184.

Truly yours,

(Original signed)
ONESIMO L. CUYCO
Chairman
Special Bids and Awards Committee

REPLY SLIP

PROCUREMENT: Supply, Fabrication and Delivery of Collapsible Canopy

REQUEST FOR QUOTATION NO. : 09- 185, s. 2020

September ____, 2020

ONESIMO L. CUYCO
Chairman
Special Bids and Awards Committee,
Commission on Human Rights, 3rd Floor,
General Administrative Office, SAAC Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Dear Mr. Cuyco:

This is to submit the following bid quotation/proposal for the subject procurement with a total bid price of _____ **Pesos (PhP_____00)**, inclusive of all existing and appropriate government taxes and charges:

Quantity	Unit	Description

• Delivery Terms:	Comply
Delivery and installation must be completed within forty-five (45) calendar days from receipt of Notice of Proceed (NTP)	

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,

Name of Bidder	:	_____
Authorized Representative	:	_____
Designation/Position	:	_____
Address	:	_____
Telephone No./Mobile No.	:	_____
Email address	:	_____
TIN No	:	_____
Landbank Account Name	:	_____
Landbank Account Number	:	_____
PhilGEPS Registration No.	:	_____
Signature	:	_____



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

GSD-TOR CONTROL NO. 09I2020-013

TERMS OF REFERENCE

**SUPPLY, FABRICATION, AND DELIVERY OF READY TO INSTALL COLLASIBLE/MOVABLE CANOPY
COMMISSION ON HUMAN RIGHTS, COMMONWEALTH AVENUE, QUEZON CITY**

I. BACKGROUND

The Commission on Human Rights (Commission) is an independent National Human Rights Institution (NHRI) created under the 1987 Philippine Constitution, established on 05 May 1987 by virtue of Executive Order N o. 163. The Commission is mandated to conduct investigations on human rights violations against marginalized and vulnerable sectors of the society, involving civil and political rights.

The Commission is currently managing to improve and renovate its existing facilities by providing an adequate, conducive, and more safety-working environment for CHR employees, clients, and visitors. Inclusive of this is the to provide the supply, fabrication, and delivery of canopy use as event coverings at CHR Complex.

II. OBJECTIVE

The objective of this contract is to obtain the s services of a qualified supplier / contractor who can provide fabrication of customize canopy at CHR's complex as set below in the Scope of Work and Technical Specifications/Bill of Quantities.

III. DESCRIPTION AND SCOPE OF SERVICES

The Services shall involve the following activities:

- A. Fabrication of skeletal framing using specification provided in the design/s.
- B. Segmenting of the framing, which divided into three (3) makes it collapsible.
- C. Customization of roof tent using the material specified in the technical drawings.
- D. Printing of AECID logo onto PVC polyester or any approved roofing materials (please see attached logo).
- E. Delivery of the tent parts to the site with its mechanisms.
- F. Handling of the manual / instruction for the erection of the tent.

IV. TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES

Hereunder are specifications and its quantities required in the supply, fabrication, and delivery, of tent use as event coverings at CHR Complex:

PVC Coated Polyester Fiber (canopy roof) or any approved materials
•UV stable
• coating with long-term protection against soiling
and premature ageing
• Weather tight
• As a flameproof material of low weight (up to about 1,450 g/m²)
and with a maximum thickness of about 1.2 mm, PVC/PES / or any approved materials have an extremely low fire load
• Self-extinguishing
• Light transmission up to 40%
• Life expectancy 20 to 30 years
• White colours
• Printable surface (logo of AECID)
STRUCTURAL FRAMING (Divided into three segment)
• Triangular post consisting of :
1 1/2" G.I Pipe Vertical
1" G.I Pipe Horizontal and Diagonal
• Steel Base Plate (5mm Thk)

Dimensions: Middle height - 6.79m
Side heights - 6.20m
Length - 8m with 60cm overhang
Wide - 15.6m

PROJECT DURATION

Supply, fabrication, and delivery must be completed within forty-five (45) calendar days from receipt of Notice of Proceed (NTP), provided the place/area is clear for any obstruction.

V. REQUIREMENTS

A. QUALIFICATION REQUIREMENTS

The Bidder must have the necessary experience and expertise in the above-mentioned project or similar project by submitting proofs of the following as part of the technical proposal:

1. Business Permit/Licenses of the Bidder.
2. Engaged in the same business for at least two (2) years.
3. No record of at least 3 months overdue project delivery at the CHR (those without request for extension).
4. Bidder’s office should be located within Mega Manila.

B. ELIGIBILITY REQUIREMENTS

1. Interested suppliers are required to submit their valid and current Mayor's permit, and PhilGeps Registration Number, upon submission of Quotation/Proposal. PhilGeps Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGeps Registration Number.

C. FINANCIAL OFFER

1. The prospective supplier must quote the best offer of the subject item. The financial offer shall be tax inclusive and shall be used as basis for the evaluation and calculation of the quotation.

VI. TERMS AND CONDITION

- A. The Purchase Order (P.O.) and Contract shall be accepted by the supplier prior to the delivery of goods/services.
- B. Non-availability of goods in bill of quantities shall be made known to the Procuring Entity/End-User prior to the implementation of the project.
- C. The Commission shall have the right to reject the goods and/or cancel the P.O./Contract and request for improvements/replacement if they are found to be non-compliant with the specifications. Further, the Commission shall have the right to inspect and/or test the goods to confirm if the latter are in conformity with the technical specifications.
- D. Supplier may submit a request for extension of delivery within the period specified in the contract for the approval of the Head of Procuring Entity (HoPE).
- E. Failure to deliver goods as specified in the contract or within the extension period shall authorize the Commission to liquidated damages of at least equal to one-tenth of one percent (1%) of the cost of unperformed portion for everyday of delay until such goods are finally delivered and accepted by the procuring entity concerned.

The Commission 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 available under the circumstances.

- F. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
- G. Any modifications in the contract implementation must be approved by the Commission.
- H. No subcontracting shall be allowed for the entire project.

VII. TERMS OF PAYMENT

Payment shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within twenty (20) calendar days upon final acceptance of goods as described in the Scope of Work and Technical Specifications and upon approval of Inspection and Acceptance (IAR)/Acceptance and Completion Report. Bank Transfer fee shall be charged against the creditor's account for other Banking Institution.

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC):

Eight Hundred Thousand Pesos - Php 800,000.00 (GOJUST)

IX. WARRANTY AND COVERAGE

Warranty – At least one (1) year warranty on materials and services from the date of the Final Acceptance of the project. This warranty certificate should be submitted by the supplier to its End-User / Clients

XI. EXECUTION AND PRE-TERMINATION OF THE CONTRACT

1. This Terms of Reference (TOR) shall form an integral part of the Contract, which shall be executed by and between the Commission as the Procuring Entity and the Supplier upon issuance of the Notice of Award (NOA).
2. The Contract and this TOR shall be implemented in accordance with the terms and conditions herein stipulated. Failure on the part of the Supplier to comply with any of the provisions of the Contract and this TOR shall warrant its pre-termination. The Commission shall inform the Supplier within ten (10) calendar days prior to the effectivity of the termination.
3. In case of pre-termination, the Supplier shall be liable to pay an additional liquidated damages equivalent to five percent (5%) of the Contract Price, in accordance with the Government Accounting Manual (GAM), and the performance security shall be forfeited. The Supplier shall further be blacklisted or disqualified from participating in any other project.

XII. MODE OF PROCUREMENT

The mode of procurement shall be through Small Value Procurement, based on the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 specifically known as “An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes”.

Prepared by:

(original signed)

Maria Narlita Garcia Sio

Recommending Approval:

(original signed)

Onesimo L. Cuyco

Approved by:
