



**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 for the **Supply and Delivery of Digital Voice Recorder** 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 **Fifty Thousand Pesos (PhP 50,000.00)** 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
Pcs.	<b>DIGITAL VOICE RECORDER</b>	<b>10</b>	<b>50,000.00</b>
	Specifications:		
	4 GB on-board storage		
	Built-in USB Connector		
	<b>Delivery Terms:</b> Supply and Delivery must be completed within Seven (7) calendar days from receipt of Notice to Proceed (NTP)		
		<b>TOTAL:</b>	<b>50,000.00</b>

**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 3<sup>rd</sup> 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](mailto: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 and Delivery of Digital Voice Recorder

REQUEST FOR QUOTATION NO.       :       09- 188, s. 2020

September \_\_\_\_\_, 2020

**ONESIMO L. CUYCO**  
Chairman  
Special Bids and Awards Committee,  
Commission on Human Rights, 3<sup>rd</sup> 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

<b>• Delivery Terms:</b>	<b>Comply</b>
Supply and Delivery must be completed within Seven (7) calendar days from receipt of Notice to 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,

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