



**REPUBLIKA NG PILIPINAS**  
**KOMISYON SA MGA KARAPATANG PANTAO**

**REQUEST FOR QUOTATION**

Sept. 09, 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, Delivery and Installation of Glass Doors and Windows Enclosure for Wellness Center through Section 53.9 Negotiated Procurement – Small Value Procurement of the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 with an Approved Budget for the Contract (ABC) of **Two Hundred Thousand Pesos (PHP 200,000.00)** under the approved 2020 GOJUST Fund pursuant to the 2020 CHR Annual Procurement Plan (APP).

**DESCRIPTION AND SCOPE OF SERVICES:**

**Technical Requirements for the Supply, Delivery and Installation of Glass Doors and Windows Enclosure for Wellness Center**

Unit	Item Description	Quantity
lot	<b>SUPPLY, DELIVERY AND INSTALLATION OF GLASS DOORS AND WINDOWS ENCLOSURE FOR WELLNESS CENTER</b>	1
	<b>I. DESCRIPTION AND SCOPE OF WORK</b>	
	The services shall include the following activities:  1. Site inspection and verification of dimensions on actual. 2. Check and verify the drawings/design provided by the CHR Consultant before any installation to be done. 3. Installation of frames of doors and exterior glazing. 4. Installation of glass for the doors and exterior glazing. 5. Punch listing.	
	<b>II. TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES</b>	
	Fixed clear tempered glass in 6mm Tempered with analok frame	3
	Fixed reflective tempered glass in 6mm Tempered with analok frame	3
	Clear tempered glass 10mm with H-handle and floor lockset in analok frame	1

- **Terms of Delivery:** Supply and installation must be completed within thirty (30) calendar days from receipt of Notice to Proceed (NTP)

**\*NOTE: Please see attached Terms of Reference (ToR) for more details**


**CHR: Dignidad ng lahat**

Commonwealth Avenue, U.P. Complex, Diliman 1101 Quezon City Philippines  
Tel. Nos. (02) 294 8704 (02) 925 3886

**Your quotation/proposal must be submitted together with the attached reply slip on or before 12:00 NN of September 15, 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)

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,



**ONESIMO L. CUYCO**

Chairperson, Special Bids and Awards Committee  
for Foreign Assisted Projects (SBAC-FAPs)

## REPLY SLIP

PROCUREMENT : \_\_\_\_\_  
 REQUEST FOR QUOTATION NO. : 09-154, s. 2020

Sept. \_\_\_\_, 2020

**Director ONESIMO L. CUYCO**

Chairman  
 Special Bids and Awards Committee  
 Procurement Division, Commission on Human Rights  
 3<sup>rd</sup> Floor, General Administrative Office  
 Procurement Division, SAAC Building,  
 U.P. Complex, Commonwealth Avenue,  
 Diliman, Quezon City

**Dear Dir. 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

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** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_  
**Signature** : \_\_\_\_\_  
**TIN** : \_\_\_\_\_  
**LAND BANK ACCOUNT Name/No.** : \_\_\_\_\_

**CHR: Dignidad ng lahat**

Commonwealth Avenue, U.P. Complex, Diliman 1101 Quezon City Philippines  
 Tel. Nos. (02) 294 8704 (02) 925 3886



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

GSD-TOR CONTROL NO. 04C2020-004

**TERMS OF REFERENCE**

**SUPPLY, DELIVERY AND INSTALLATION OF GLASS DOORS AND WINDOWS  
ENCLOSURE FOR WELLNESS CENTER**

**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 and more conducive working environment for CHR employees, clients, and visitors. Inclusive of this, is the installation of glass doors and windows enclosure for Wellness Center.

**II. OBJECTIVE**

The objective of this project is to obtain the services of a qualified and competent contractor who is capable to provide required specifications of glass doors and windows enclosure for Wellness Center as set below in the Scope of Work and Technical Specification/Bill of Quantities.

**III. DESCRIPTION AND SCOPE OF SERVICES**

The services shall include the following activities:

1. Site inspection and verification of dimensions on actual.
2. Check and verify the drawings/design provided by the CHR Consultant before any installation to be done.
3. Installation of frames of doors and exterior glazing.
4. Installation of glass for the doors and exterior glazing.
5. Punch listing.



**IV. TECHNICAL SPECIFICATION AND BILL OF QUANTITIES**

Description	QTY
Fixed clear tempered glass in 6mm Tempered with analok frame	3
Fixed reflective tempered glass in 6mm Tempered with analok frame	3
Clear tempered glass 10mm with H-handle and floor lockset in analok frame	1

• Please refer to the attached layout of glass doors and windows enclosure for your reference.

**V. PROJECT DURATION**

Supply, delivery and installation must be completed within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and execution of Contract. Any delay beyond the stipulated period shall be subject to penalty charges specified in the succeeding provisions.

**VI. 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.

**VII. 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 (0.0001) of the cost of unperformed portion for everyday of delay. 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.

## **VIII. TERMS OF PAYMENT**

1. Fifteen percent (15%) Mobilization Fund
2. Eighty-five percent (85%) upon approval of the Final Acceptance Report by the end-user.

Note: A. Retention Fund shall be deducted every billing.

B. Retention Fund shall be released to the Contractor after three (3) months from date of Final Completion and Acceptance.

Payment shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within fifteen (15) calendar days upon final acceptance of goods as described in the Scope of Work, Technical Specifications and Bill of Quantities and upon approval in the Inspection and Acceptance Report (IAR) and Certificate of Completion. Bank Transfer fee shall be charged against the creditor's account for other Banking Institution.

## **IX. APPROVED BUDGET FOR THE CONTRACT (ABC):**

Two Hundred Thousand Pesos Only - ₱ 200,000.00

## **X. WARRANTY AND COVERAGE**

Warranty – At least three (3) months warranty on labor and materials from the date of the Final Acceptance of the project.



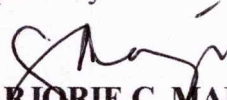
## **X. EXECUTION AND PRE-TERMINATION OF THE CONTRACT**

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, and the performance security shall be forfeited. The Supplier shall further be blacklisted or disqualified from participating in any other project.

## **XI. MODE OF PROCUREMENT**

The mode of procurement shall be through Alternative Mode or whatever is applicable, 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".

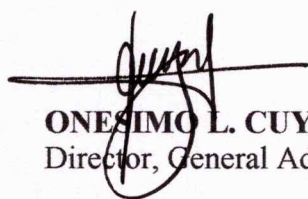
Prepared by:

  
**MARJORIE C. MALABANAN**  
General Services Division (GSD)

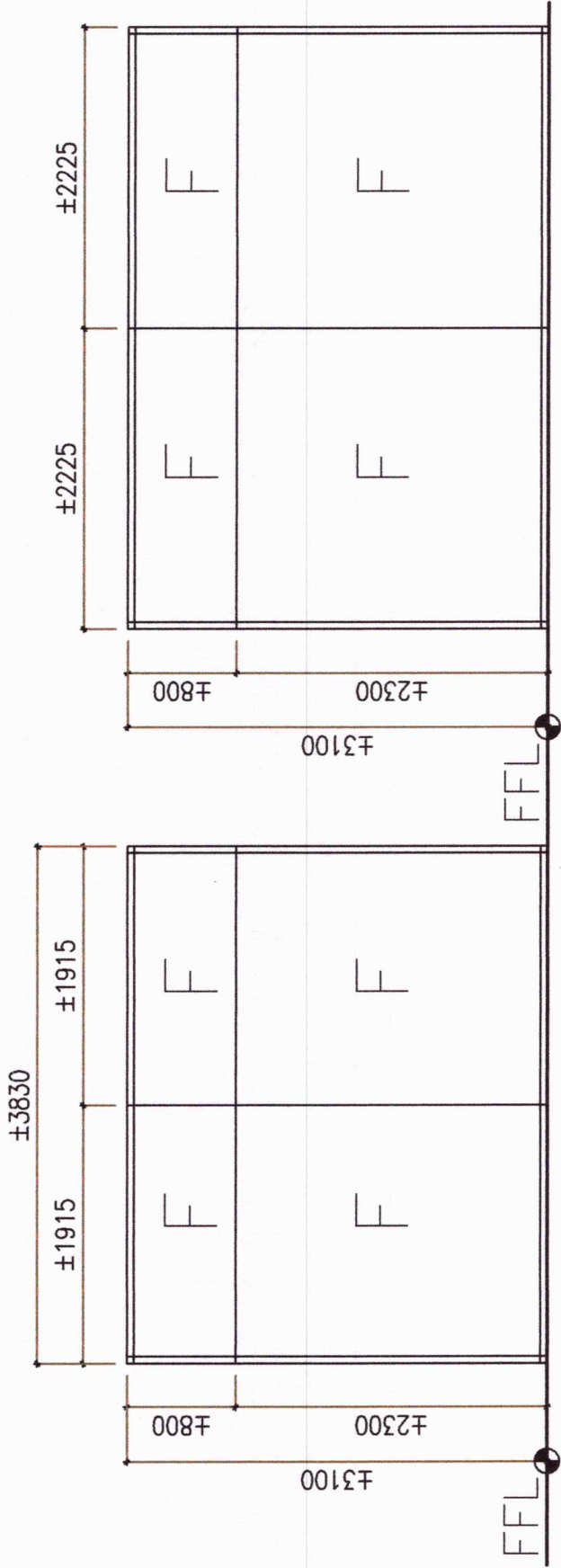
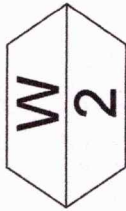
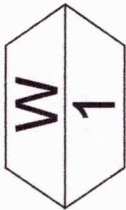
Recommending Approval:

  
**MARIA NARLITA GARCIA SIO**  
Chief Administrative Officer, General Services Division

Approved by:

  
**ONESIMO L. CUYCO**  
Director, General Administration Office

MARK:	W-1 to W-3
FIXED GLASS	
FRAME/JAMB:	ANALOK FRAME (50mm)
LOCKSET:	NA
GLASS:	8mm THK TEMPERED GLASS
OTHERS:	REFLECTIVE GLASS
HANDLES AND KNOB:	NA
LOCATION:	WELLNESS CENTER
FINISH:	NA



1 SCHEDULE OF DOORS & WINDOWS  
A-1 SCALE  
NTS

R.A. NOLDO CONSTRUCTION CORP.  
GENERAL CONTRACTOR-RESIDENTIAL  
1000 N. 10TH AVE. SUITE 100  
DENVER, CO 80202

ARCHITECT:  
GLASS CURTAIN  
ARCHITECT  
1000 N. 10TH AVE. SUITE 100  
DENVER, CO 80202

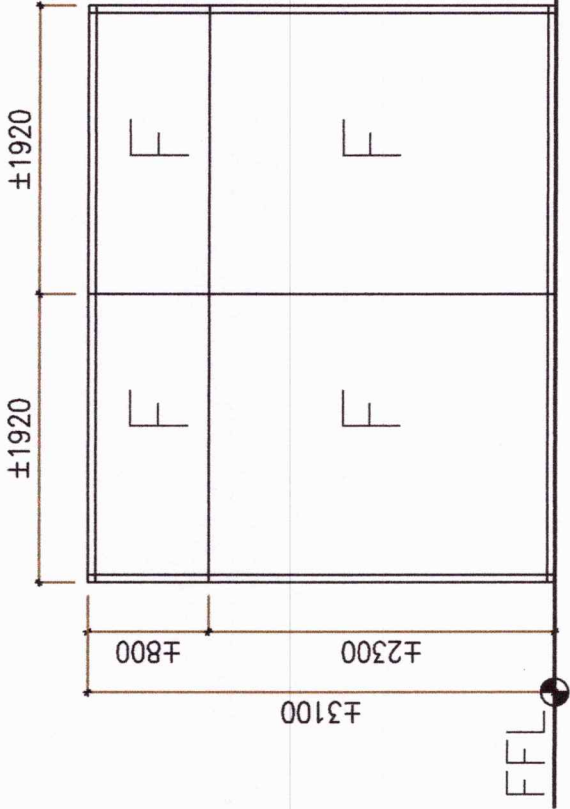
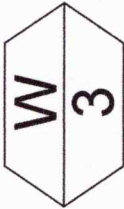
PROJECT:  
CHR-SAC-PARDEC BLDG  
GLAZING AND TRANSACTION WINDOW  
LOCATION:  
1000 N. 10TH AVE. SUITE 100  
DENVER, CO 80202

PRINTS & REVISIONS  
NO. DESCRIPTION DATE

SHEET CONTENTS  
AS SHOWN

SHEET NO.  
A  
1





MARK:	W-1 to W-3
FRAME/JAMB:	FIXED GLASS
LOCKSET:	ANALOK FRAME (50mm)
GLASS:	6mm THK TEMPERED GLASS
OTHERS:	REFLECTIVE GLASS
HANDLES AND KNOB:	NA
LOCATION:	WELLNESS CENTER
FINISH:	NA

1 SCHEDULE OF DOORS & WINDOWS  
A-2 SCALE NTS

R.A. NOLDO CONSTRUCTION CORP.  
GENERAL CONSTRUCTION-GENERAL BUILDING-CONSTRUCTION MANAGEMENT  
1000 N. 10TH STREET, SUITE 100, DENVER, CO 80202

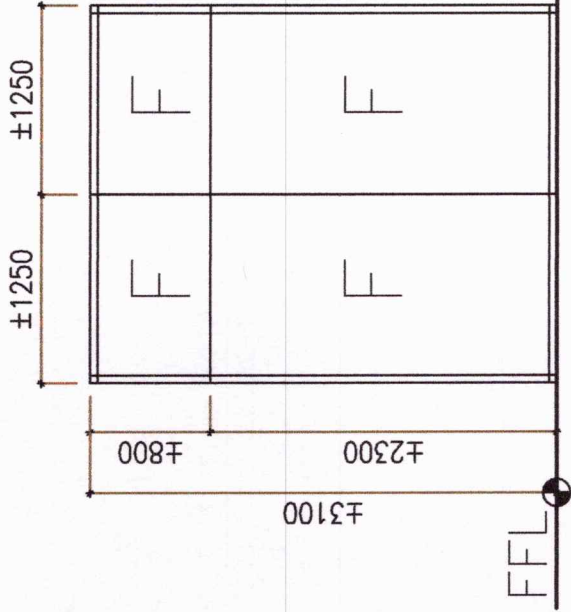
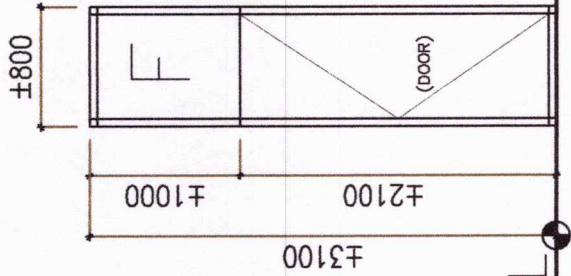
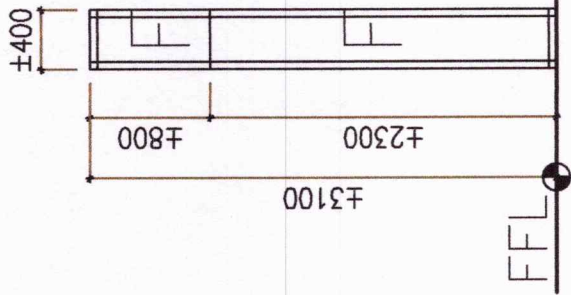
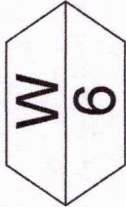
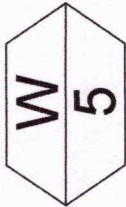
ARCHITECT: GLASS CRESTLUM ARCHITECT  
PROJECT: CHR-SAC-PARDEC BLDG  
GLAZING AND TRANSLATION WINDOW  
LOCATION: 1000 N. 10TH STREET, SUITE 100, DENVER, CO 80202

PRINTS & REVISIONS  
NO. DESCRIPTION DATE

SHEET CONTENTS: AS SHOWN  
NO. DESCRIPTION DATE

SHEET NO. A  
2

MARK:	W-5 to W-7
FIXED GLASS:	ANALOK FRAME (50mm)
LOCKSET:	NA
GLASS DOOR:	10mm THK TEMPERED GLASS
GLASS WINDOW:	6mm THK TEMPERED GLASS
OTHERS:	CLEAR GLASS
HANDLES AND KNOB:	H HANDLE FOR DOOR
LOCATION:	WELLNESS CENTER
FINISH:	NA



# 1 SCHEDULE OF DOORS & WINDOWS

SCALE

NTS

R.A. NOLDO CONSTRUCTION CORP.  
GENERAL CONTRACTOR-GENERAL BUILDING  
1000 N. 10TH AVENUE, SUITE 100, DENVER, CO 80202  
TEL: 303.733.1111 FAX: 303.733.1112

ARCHITECT:  
GLADY CHRYSLER  
ARCHITECT  
1000 N. 10TH AVENUE, SUITE 100, DENVER, CO 80202  
TEL: 303.733.1111 FAX: 303.733.1112

PROJECT:  
CHR-SMAC-PARDEC BLDG  
GLAZING AND TRANSLUCENT WINDOW  
OWNER:  
UP BAHAM COMPANY, COMMERCIAL REAL ESTATE

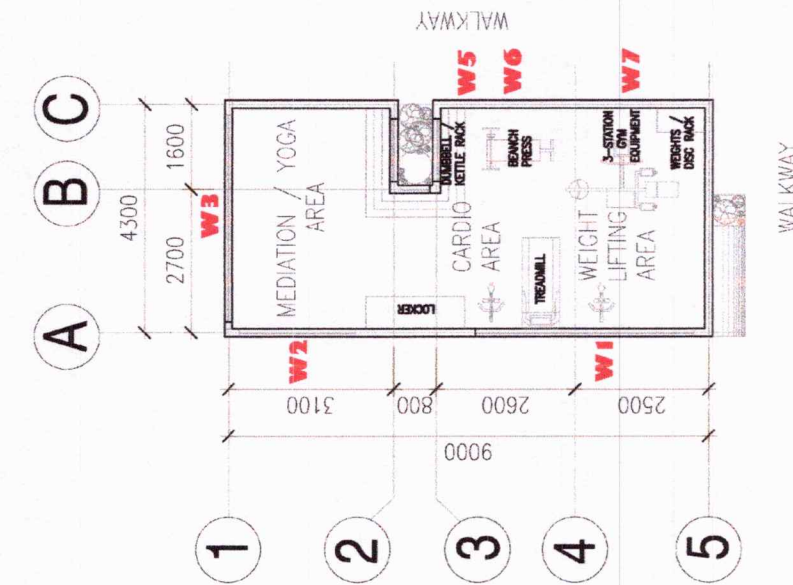
PRINTS & REVISIONS

NO.	DESCRIPTION	DATE

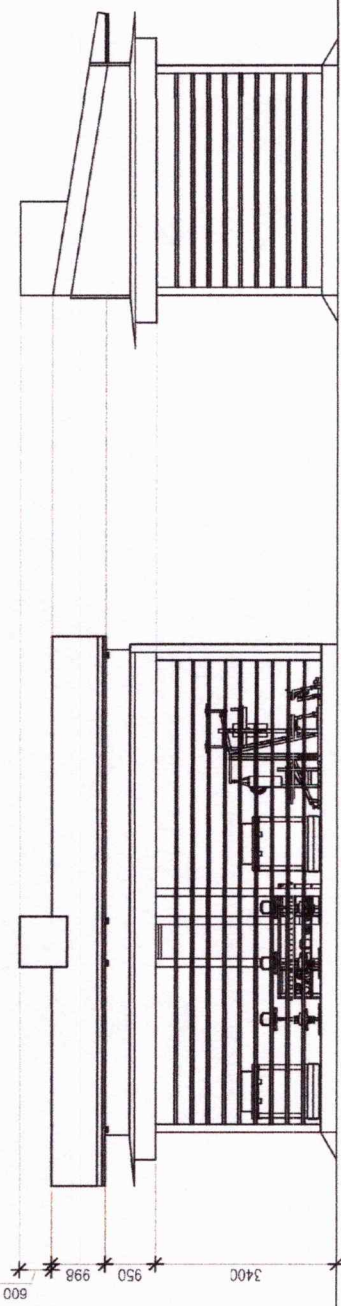
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SHEET NO. A 3



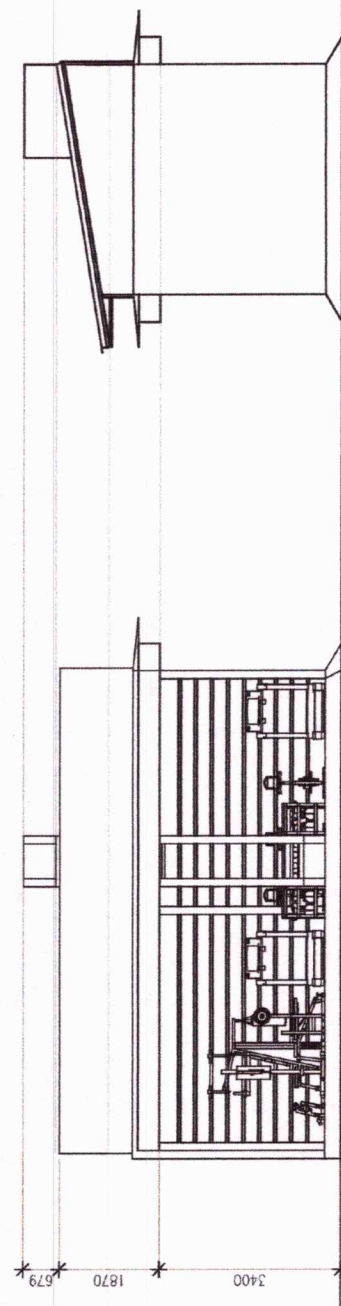


**FITNESS GYM**  
**1 GROUND FLOOR PLAN**  
SCALE 1:100MTS



**FITNESS GYM**  
**2 FRONT ELEVATION**  
SCALE 1:100MTS

**FITNESS GYM**  
**3 RIGHT SIDE ELEVATION**  
SCALE 1:100MTS



**FITNESS GYM**  
**4 REAR ELEVATION**  
SCALE 1:100MTS

**FITNESS GYM**  
**5 LEFT SIDE ELEVATION**  
SCALE 1:100MTS

**R.A. NOLDO CONSTRUCTION CORP.**  
GENERAL CONSTRUCTION-ENGINEERING DESIGN-CONSTRUCTION MANAGEMENT  
UNIT 1000 BUILDING 105 WASHINGTON AVE., DC  
TEL. NO. 202-544-1111 FAX NO. 202-544-1112

ENGINEER:  
ENGR. RAMON ALBERTO B. NOLDO  
CIVIL ENGINEER  
PRC: 35460  
EXP. 2-31-37  
TIN: 72-199-939  
SINCE 01-01-18

PROJECT: CHR-SAC-PARDEC BLDG  
LOCATION: UP DIUMAN COMPLEX, COMMONWEALTH AVE., DC  
OWNER:

PRINTS & REVISIONS		SHEET CONTENTS		SHEET NO.
NO.	DESCRIPTION	DATE	AS SHOWN	A
1				
2				
3				
4				
5				
CHECKED BY: A-4		DATE: 01-01-18		
DRAWN BY: A-4		DATE: 01-01-18		
DESIGNED BY: A-4		DATE: 01-01-18		
SCALE: 1:100MTS				
SHEET NO. 3				