



COMMISSION ON HUMAN RIGHTS  
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION

September 18, 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 (BAC-FAPs), will procure for the Printing and Publication of IEC Materials for Human Rights Activities (Monograph Boxes and Modules) 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 **One Hundred Sixty-Two Thousand Pesos (PhP162,000.00)** 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
	Monograph case and 3 monograph boxes with usb credit card insertion	200 pcs	
<b>Description of the monograph case</b>  • Chipboard w/ C2S 120 • Laminated • Title text embossed • Boxes with diagonal cut • Full color  <b>Size of the monograph case:</b>  • Height: 11.5" • Length: 8.6" • Width: 3.5"  <b>Size of the usb-credit card insetion:</b>  • Height: 4" • Length: 2.5"			
<b>Monograph box 1:</b> • Height: 11" • Length: 8.5" • Width: 1.25"	Guide Presentations on specific human Rights Topics		
<b>Monograph box 2:</b> • Height: 11" • Length: 8.5" • Width: 1.25"	Modules for Teaching Human Rights		
<b>Monograph box 3:</b> • Height: 11" • Length: 8.5" • Width: 1.50"	Human Rights Campaign Materials		
<b>Materials of the monograph boxes:</b>			

<ul style="list-style-type: none"> <li>• Chipboard w/ C2S 120</li> <li>• Laminated</li> <li>• Title text embossed</li> <li>• Boxes with diagonal cut</li> </ul>			
	<b>Human Rights Teaching Modules</b>		
<b>Module 1</b> <ul style="list-style-type: none"> <li>• Total pages – 45 pages including covers</li> <li>• Height: 11"</li> <li>• Length: 8.5"</li> </ul>	Human Rights 101, Module for Community Trainers	<b>200 pcs</b>	
<b>Module 2</b> <ul style="list-style-type: none"> <li>• Total pages – 45 pages including covers</li> <li>• Height: 11"</li> <li>• Length: 8.5"</li> </ul>	Karapatang Pantao 101, Modyul para sa mga Tagapagsanay sa Komunidad	<b>200 pcs</b>	
<b>Module 3</b> <ul style="list-style-type: none"> <li>• Total pages – 80 pages including covers</li> <li>• Height: 11"</li> <li>• Length: 8.5"</li> </ul>	Karapatang Pantao 201, Modyul para sa mga Tagapagsanay ng Karapatang Pantao 101	<b>200 pcs</b>	
<b>Module 4</b> <ul style="list-style-type: none"> <li>• Total pages – 160 pages including covers</li> <li>• Height: 10"</li> <li>• Length: 6.5"</li> </ul>	Promoting Human Rights in the Academe	<b>200 pcs</b>	
<b>Description of the modules:</b> <ul style="list-style-type: none"> <li>• Perfect binding</li> <li>• Glossy, full color</li> <li>• Cover: C2S 180</li> <li>• Inside: C2S 100</li> <li>• Laminated</li> <li>• Title text embossed</li> </ul>			
	<b>*** nothing follows ***</b>		
	<b>Delivery Terms:</b> Supply and Delivery must be completed four (4) weeks after receipt of NTP and provision of final design/layout/dummy of the subject procurement		
		<b>TOTAL:</b>	<b>162,000.00</b>

**Your quotation/proposal must be submitted together with the attached reply slip on or before 12:00NN of September 22, 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 gojust[procurement.chr2020@gmail.com](mailto:procurement.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:       **Printing and Publication of IEC Materials for Human Rights Activities  
(Monograph Boxes and Modules)**

REQUEST FOR QUOTATION NO.       :       **09-176, 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 four (4) weeks after receipt of NTP and provision of final design/layout/dummy of the subject procurement	

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>	:	_____