



REPUBLIKA NG PILIPINAS
KOMISYON SA MGA KARAPATANG PANTAO

REQUEST FOR QUOTATION

September 7, 2020

Dear Sir/Madam:

Greetings from the Commission on Human Rights!

The Commission on Human Rights (CHR), through its Bids and Awards Committee for Goods and Services (BAC-GS), will Procure the Supply, Delivery and Installation – Lighting Equipment for the Commission on Human Rights 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 Fifty Thousand Pesos (PHP 250,000.00)** under the approved 2020 GOJUST Fund pursuant to the 2020 CHR Annual Procurement Plan (APP).

DESCRIPTION AND SCOPE OF SERVICES:

Supply, Delivery and Installation – Lighting Equipment for the Commission on Human Rights

Technical Requirements and Specifications

QTY	Unit	Description
4	Pcs	LED panel light 1x1 ft. (at least) Specifications: <ul style="list-style-type: none">• Bi-color• Dimmable*• AC operated• With light stands, batteries and charges per unit
4	Pcs	LED panel light 1x2 ft. (at least) Specifications: <ul style="list-style-type: none">• Bi-color• Dimmable*• With light stands, batteries and charges per unit
4	Pcs	On Camera LED Video Light Specifications: <ul style="list-style-type: none">• Bi-color• Dimmable• Must include 2 rechargeable batteries and 1 charger per light
1	Roll	Roll 216 white diffusion filter
1	Lot	Wirings/cables – must be compatible with the equipment offered For MMR – AC cables/control lines, 15m long, 6 pcs. For CEB – AC cables/control lines at least 25m long, 4 pcs.
		Php 250,000.00

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

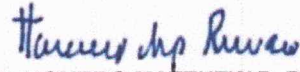
CHR: Dignidad ng lahat

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 05:00 PM of September 14, 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 procurement.chr@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,



ATTY. HOMERO MATTHEW P. RUSIANA
Chairperson, Bids and Awards Committee
for Goods and Services (BAC-GS)

REPLY SLIP

PROCUREMENT : _____
 REQUEST FOR QUOTATION NO. : 09-145, s. 2020

Sept. ____, 2020

Ms. Baby Catherine B. Cruz
 Chief Administrative Officer
 Procurement Division, Commission on Human Rights
 3rd Floor, General Administrative Office
 Procurement Division, SAAC Building,
 U.P. Complex, Commonwealth Avenue,
 Diliman, Quezon City

Dear Ms. Cruz:

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. : _____

TERMS OF REFERENCE

Supply, Delivery, and Installation of Multimedia Room and CEB Boardroom Lighting 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 to do the Supply, Delivery, and Installation of Multimedia Room and CEB Boardroom Lighting Equipment 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 lighting equipment for official use of CHR.

III. DESCRIPTION AND SCOPE OF SERVICES

A- General Requirements:

Lighting Equipment

Total Amount of Php 250,000.00

A. Technical Requirements and Specifications

QTY	Unit	Description
4	Pcs	LED panel light 1x1 ft. (at least) Specifications: <ul style="list-style-type: none">• Bi-color• Dimmable*• AC operated• With light stands, batteries, and chargers per unit
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		Php 250,000.00

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this procurement project is as follows:

Two Hundred Fifty Thousand Pesos (Php 250,000.00)

V. MODE OF PROCUREMENT

The mode shall be via Small Value Procurement based on the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.

VI. INSPECTION

The CHR shall have the right to inspect and/or test the goods to confirm conformity with the required specifications

The supplier shall send at least two (2) I.T. technicians as a support for the inspection of the equipment.

Inspection and Acceptance Report from the CHR shall form part of the payment process as compliance of supplier on the required specifications of the equipment.

The winning bidder shall supply, deliver and install the items within Thirty (30) CD upon receipt of NTP.

VII. MAINTENANCE/TECHNICAL SUPPORT

- During the warranty period, the vendor shall provide highly technical personnel to service all the equipment including its components/peripherals whenever hardware breakdown and/or any related problem should occur.

- On call support shall be available.


- On-site support must be available in cases when the 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. Service units should be available for the system and peripherals a day after testing and diagnosis for replacement of the defective unit(s).

- The winning bidder must provide expert personnel to service the equipment whenever any related problem should occur.


- The winning bidder must shoulder all expenses of the technical person(s) who will be providing the technical services on-site.

Prepared by:

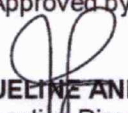

CAROL G. DE OCAMPO
Project Development Officer III, PMD

Reviewed & Endorsed by:


MARC LOUIS O. SIAPNO
OIC, Strategic Communication Division


PRINCESS S. MOLLEÑO
OIC, Project Management Division

Approved by:


ATTY. JACQUELINE ANN C. DE GUIA
Executive Director