



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION

RFQ 2025-03-043

March 14, 2025

Sir / Madam:

Greetings from the Commission on Human Rights!

The Commission on Human Rights (CHR), through its Human Rights Promotion Office – Education and Training Division (HRPO-ETD), intends to apply the sum of Seventy Thousand Pesos (Php70,000.00) as an Approved Budget for the Contract (ABC) for **Catering Services for the Celebration of 2025 IFTAR** through Section 53.9 Negotiated Procurement – Small Value Procurement of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The following activities and its detailed technical specifications are as follows:

CATERING SERVICES FOR THE CELEBRATION OF 2025 IFTAR Date: March 24, 2025 Time: 5:00PM – 9:00PM Venue: CHR, Conference Room B, New Bldg. No. of Pax: 70	
March 24, 2025	Menu
Dinner	<i>Beef</i> <i>Chicken</i> <i>Fish</i> <i>Noodles</i> <i>Soup</i> <i>Vegetables</i> <i>Dessert</i> <i>Rice</i> <i>Beverages</i> <i>Water</i>
Other requirement: - Catering full set-up (w/ chairs & tables) - HALAL Certification and must provide full muslim setup. Food Restriction: No pork / Halal	

If interested, you may submit your duly signed quotation subject to the attached Terms and Conditions on or before **09:00AM, March 18, 2025** through e-mail address procurement@chr.gov.ph. For any clarification, you may contact us at mobile phone number 0917-8571607.

CHR ng lahat: Naglilingkod maging sino ka man

Commonwealth Avenue, U.P. Complex, Diliman, Quezon City, Philippines 1101
Tel. Nos. (02) 8294 8704 • (02) 8925 3886 • www.chr.gov.ph

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,



MARIA TERESA G. ANTAZO

Head, BAC Secretariat
Chief, GAO-Procurement Division

TERMS & CONDITIONS:

1. Interested bidder/s are required to use the attached prescribed format of Quotation which may be printed in the company letterhead;
2. Quotation shall be submitted together with a copy of the following documentary requirements on or before the scheduled deadline of submission as stated in the RFQ. **Late submission shall not be accepted:**
 - a. 2025 Business / Mayor's Permit
 - b. PhilGEPS Registration

The winning bidder will also be required to submit the Omnibus Sworn Statement.

- c. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified pursuant to Section 31.0 of the 2016 IRR of R.A 9184;
- d. Failure to comply with any of the technical specifications / requirements will disqualify the quotation;
- e. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties and levies;
- f. Price validity period shall be minimum of Sixty (60) days from the date of bid submission;
- g. Winning bidder will be determined to have submitted the Lowest Calculated Responsive Bid (LCRB). In case of tie, the CHR shall apply the tie-breaking method of "toss a coin" through online coin flipper;
- h. Payment shall be made through Land Bank of the Philippines' LDDAP-ADA / Bank Transfer facility within fifteen (15) calendar days after the complete delivery and submission of the required documents. For other banking institution, corresponding bank transfer fee shall be charged against the creditor's account.



MARIA TERESA G. ANTAZO
Head, BAC Secretariat
Chief, GAO-Procurement Division

QUOTATION

PROCUREMENT : **CATERING SERVICES FOR THE CELEBRATION OF 2025 IFTAR**
RFQ NO. : **2025-03-043**

Date: _____

THE BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

c/o Procurement Division
Commission on Human Rights
3rd Floor, SAAC Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Sir/Madam:

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

Minimum Technical Specifications	Please indicate your Specifications as per requirement (MANDATORY FIELD)
CATERING SERVICES FOR THE CELEBRATION OF 2025 IFTAR Date: March 24, 2025 Time: 5:00PM – 9:00PM Venue: CHR, Conference Room B, New Bldg. No. of Pax: 70	
Dinner <i>Beef, Chicken, Fish, Noodles, Soup, Vegetables, Dessert, Rice Beverages, Water</i> Other requirement: - Catering full set-up (w/ chairs & tables) - HALAL Certification and must provide full muslim setup. Food Restriction: No pork / Halal	

Financial Offer:

Quantity / Items	Unit Price	Total Price
DINNER with FULL CATERING SET-UP		

TOTAL OFFERED QUOTATION:	
In Words: <hr/> <hr/>	In Figures: <hr/>

I hereby certify that this quotation is true and correct, and I accept the rights of the Commission on Human Rights, as the Procuring Entity, under Section 41 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

I further certify that (name of company) is not blacklisted or not allowed to participate in the bidding of all government projects.

Truly yours,

Bidder (Company Name) : _____
 Address : _____
 Authorized Representative : _____
 Designation/Position : _____
 Telephone No./Mobile No. : _____
 Email Address : _____
 PhilGEPS Registration No. : _____
 Tax Identification No. (TIN) : _____
 Signature : _____

CHR ng lahat: Naglilingkod maging sino ka man

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