



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

REQUEST FOR QUOTATION

PRFQ No. 2025-GJ2-02-017

March 17, 2025

Dear **Sir/Madam**:

Greetings from the Commission on Human Rights!

The Commission on Human Rights (CHR), through General Administration Office-Project Management Division (GAO - PMD), intends to apply the sum of **Three Hundred Thousand Pesos (Php300,000.00)** for the **Procurement of Printing of GOJUST II Coffee Table Book**.

The detailed technical specifications are as follows:

Printing and Publication
Book Title: GOJUST II Coffee Table Book
<u>Specification:</u> <ul style="list-style-type: none">- Size: B5 (11 x 9 inches) (Height x Width)- No. of Pages: 200 pages (Back-to-back)- Paper Quality: inside pages Glossy, Full-color printing- Cover page: Glossy with embossed title/logo- Binding: Durable and High-Quality Binding (Pref: Myth-sewn)- Print Quality: High-Resolution, Full-color print
<u>Packaging:</u> <ul style="list-style-type: none">- Box packaging- Color: White- Sturdy Custom Box designed to hold the coffee table book securely Printed with logos of: <ul style="list-style-type: none">- GOJUST Human Rights (GOJUST II – HR) Project- Funders: European Union (EU) & Spanish Agency for International Development Cooperation (AECID)- Commission on Human Rights
<u>Quantity and Delivery</u> <ul style="list-style-type: none">- Quantity: At least 200 copies- Delivery Location: Commission on Human Rights, SAAC Building, Magsaysay Ave, UP Diliman Q.C- Delivery Timeline: April 28, 2025

Additional Requirements:
Profing Prior Approval of Sample book before Mass production
Durability: High-Quality Materials ensuring long-lasting preservation
Environmental Considerations: Eco-friendly printing Process

If interested, please submit your duly signed quotation with the documentary requirements on or before **2:00PM March 19, 2024** at Procurement Division, CHR Central Office, SAAC Building U.P. Complex, Commonwealth Avenue, Diliman, Quezon City, or through e-mail address, procurement@chr.gov.ph / projectmgmt@chr.gov.ph.. For any clarification, you may contact us at mobile phone number 0917-8571607.

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.

Truly yours,



PRINCESS S. MOLLENO

Chief, GAO - Project Management Division

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

CHR Procurement through Foreign Funded Procurement

TERMS & CONDITIONS:

1. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified;
2. Quotation/Proposal 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 submissions shall not be accepted:
 - a. 2025 Business / Mayor's Permit
 - b. Reply Slip (pls see attached format)
 - c. The winning bidder will be required to submit the OMNIBUS SWORN STATEMENT prior to the award of the contract:
3. Failure to comply with any of the technical specifications/requirements will disqualify the quotation;
4. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties, and levies;
5. Price validity period shall be a minimum of Thirty (30) days from the date of bid submission;
6. Winning bidder will be determined to have submitted the Lowest Calculated Responsive Bid (LCRB). In case of a tie, the CHR shall apply the tie-breaking method of "toss a coin" through an online coin flipper;
7. Payment shall be made through the 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 bank institutions, the corresponding bank transfer fee shall be charged against the creditor's account.


PRINCESS S. MOLLEÑO

Chief, GAO - Project Management Division

REPLY SLIP

PROCUREMENT: **PROCUREMENT OF PRINTING OF GOJUST II COFFEE TABLE BOOK.**

PRFQ NO. : **2025-GJ2-02-017**

Date: _____

GOJUST 2 PROCUREMENT COMMITTEE

Through the Project Management Division
Commission on Human Rights
2nd Floor, SAAC Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Sir / Madam:

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

Printing and Publication	Technical Specification (Mandatory Field)
Book Title: GOJUST II Coffee Table Book	
<u>Specification:</u> <ul style="list-style-type: none">- Size: B5 (11 x 9 inches) (Height x Width)- No. of Pages: 200 pages (Back-to-back)- Paper Quality: inside pages Glossy, Full-color printing- Cover page: Glossy with embossed title/logo- Binding: Durable and High-Quality Binding (Pref: Myth-sewn)- Print Quality: High-Resolution, Full-color print	
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Financial Offer:

Quantity / Items	Unit Price per Pieces	Total Price per Item
GOJUST II Coffee Table Book		
TOTAL OFFERED QUOTATION:		
In Words:		In Figures:
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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.

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

Truly yours,

<i>Bidder</i>	
<i>Address</i>	
<i>Authorized Representative</i>	
<i>Designation/Position</i>	
<i>Telephone No./Mobile No.</i>	
<i>Email address</i>	
<i>Tax Identification No. (TIN)</i>	
<i>Signature</i>	