



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

March 20, 2025

REQUEST FOR PROPOSAL
RFP No. 2025-03-GJ2-023

PROCUREMENT OF ACCOUNTING SOFTWARE, INSTALLATION AND IMPLEMENTATION FOR THE GOJUST2 PROJECTS OF THE COMMISSION ON HUMAN RIGHTS.

The Commission on Human Rights (CHR) through the PMO-PMD with funding assistance from Gojust2 Human Rights Project, intends to apply the sum of **One Hundred Fifty Thousand. (PhP150,000.00)**, inclusive of all applicable government taxes and charges, being the Approved Budget for the Contract (ABC) for the **PROCUREMENT OF ACCOUNTING SOFTWARE, INSTALLATION AND IMPLEMENTATION FOR THE GOJUST2 PROJECTS OF THE COMMISSION ON HUMAN RIGHTS.** The attached Terms of Reference provide the details of the Scope of Services, Eligibility Requirements, Qualifications, Deliverables and Criteria in the Evaluation of Proposals.

The bid proposal shall correspond to the specific requirements and shall be accompanied by documents or evidence in response to the eligibility, technical and financial requirements;

The Bids and Awards Committee for Consulting Services, Infrastructure, and Foreign-Assisted Projects (BAC-CSIFAP) shall determine and recommend the award of the contract to the bidder with the Highest Rated Responsive Bid (HRRB).

If interested, kindly submit your proposal together with the documentary requirements **on or before 10:00 AM of March 24, 2025**, in a sealed bid envelope at the 3rd Floor, Procurement Division, CHR Central Office, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address **procurement@chr.gov.ph / projectmgmt@chr.gov.ph**

The CHR reserves the right to reject any and all proposals/bid, to annul the procurement process, declare a failure of bidding, to reject all proposals/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s.

For other information, please call:

Bids and Awards Committee Secretariat
Procurement Division
COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES
3rd Floor, SAAC Building, U.P. Complex
Commonwealth Avenue, Diliman, Quezon City
Tel. No.: (+632) 8936-6107
Cellphone Numbers: 0917-857-1607
Email Address: procurement@chr.gov.ph

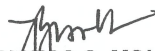

PRINCESS S. MOLLEÑO
Chief, GAO - Project Management Division

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:
 - d. Features of Accounting Software Application
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 : ACCOUNTING SOFTWARE, INSTALLATION AND IMPLEMENTATION FOR THE GOJUST2
PROJECTS OF THE COMMISSION ON HUMAN RIGHTS.
RFP NO. : 2025-03-GJ2-023

Date: _____

**THE BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES,
INFRASTRUCTURE AND FOREIGN ASSISTED PROJECTS (BAC-CSIFAP)**

c/o Procurement Division
Commission on Human Rights
3rd Floor, SAAC Building,
Diliman, Quezon City

Sir / Madam:

This is to submit the attached proposal for the subject procurement with a total bid price of _____ Pesos (PhP_____.00),
inclusive of all existing and appropriate government taxes and charges:

I hereby certify that this proposal is true and correct, and I accept the rights of the Commission on Human Rights, as the Procuring Entity.

Truly yours,

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



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

TERMS OF REFERENCE

**PROCUREMENT OF ACCOUNTING SOFTWARE, INSTALLATION AND IMPLEMENTATION FOR
THE
GOJUST 2 PROJECTS OF THE COMMISSION ON HUMAN RIGHTS**

I. RATIONALE

In compliance with the Mid-term Financial Audit recommendation to use an appropriate accounting software to record and report project financial transactions and implement backup procedures, thus, the acquisition of an Accounting Software/System is necessary, that is aligned with the financial systems and procedures of EU, AECID and Philippine Government primarily to ensure effective accounting system and databases of the Project's financial transactions.

II. SCOPE OF WORK

1. 2024 edition of Accounting System/Software

Features:

- Invoice and Payment Tracking
- Purchase Orders and Approval
- Expense Management
- Automated Bank Reconciliation
- Reporting (Financial Statements, Cash Flow, General Ledger, other Books of Accounts)
- Inventory/PPE Management (Inventory tracking)
- Budgeting Tools (Reporting by Outcome, Activity, and Expense Item)
- Costing (by tranche, Expense Item)
- Audit Trails

2. Implementation and Installation

- Computer Inventory and Software Installation
- Turnover of live Project Data
- Users' training and guidance on the processing of transactions per module up to report generation.
- Customization of report format to suit the need of GOJUST Project.
- Technical Assistance/Support remotely (via call, live chat and emails) free of charge after installation/implementation for a period of one (1) year.

III. REQUIREMENTS

A. Eligibility Requirements

1. Accredited/Authorized Accounting Software Developer;
2. Graduate of Business Management related courses preferably major in Accountancy;
3. Copy of PhilGeps Registration;

B. Qualifications and Competencies

1. Five (5) years of experience or more in the installation and implementation of Accounting Software/System;
2. Handles training and orientation of the software features and functionality to client onsite and offsite;
3. Expert in designing forms and customization of reports;
4. Handles resolution and troubleshooting of issues and concern.

IV. TERMS OF PAYMENT

As full consideration for the services actually rendered by the Consultant under the terms of this Contract, the First Party shall pay the amount of ONE HUNDRED FIFTY THOUSAND PESOS (Php150,000.00), subject to applicable tax/es, if any.

Payment shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within fifteen (15) calendar days upon final acceptance of goods and services as described in the Scope of Work. Bank transfer fee shall be charged against the creditor's account for other banking institution.

V. CONTRACT DURATION:

The delivery of goods and services shall perform the above work for the duration of ten (10) working days after the receipt of the Notice to Proceed.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC):


One Hundred Fifty Thousand Pesos Only

VII. CONTRACT IMPLEMENTATION AND TERMINATION

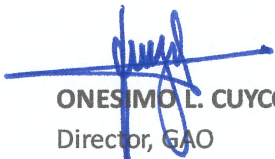
1. This Terms of Reference (TOR) shall form an integral part of the Contract which shall be executed by and between the Commission as the Procuring Entity and the Service Provider upon issuance of the Notice of Award (NOA).

2. The Contract shall be implemented in accordance with the terms and conditions as stipulated. Failure on the part of the Service Provider to comply with any of the provisions of the Contract and this TOR shall warrant its pre-termination.
3. In case of pre-termination, the Commission shall inform the Service Provider within seven (7) calendar days prior to its effectivity and recommend for his/her disqualification to participate in the Commission's future procurement opportunities.

Prepared by:


PRINCESS S. MOLLEÑO
Chief, PMD

Approved by:


ONESIMO L. CUYCO
Director, GAO

SCOPE OF WORK – Procurement of Accounting System/Software and Installation

1. 2024 edition of Accounting System/Software

Features:

- Invoice and Payment Tracking
- Purchase Orders and Approval
- Expense Management
- Automated Bank Reconciliation
- Reporting (Financial Statements, Cash Flow, General Ledger, other Books of Accounts)
- Inventory/PPE Management (Inventory tracking)
- Budgeting Tools (Reporting by Outcome, Activity, and Expense Item)
- Job Costing (by tranche, Expense Item)
- Audit Trails

2. Implementation and Installation

- Computer Inventory and Software Installation
- Turnover of live Project Data
- Users' training and guidance on the processing of transactions per module up to report generation.
- Customization of report format to suit the need of GOJUST Project.
- Technical Assistance/Support remotely (via call, live chat and emails) free of charge after installation/implementation for a period of one (1) year.