



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION

RFQ No. 2025-GJ2-04-36

30 April 2025

Sir/Madam:

Greetings from the Commission on Human Rights (CHR)! The CHR through its Office of the General Administration Office – Project Management Division (GAO-PMD) intends to apply the sum **One Million Pesos only (PhP1,000,000.00)** as an Approved Budget for the Contract (ABC) for the **LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE CONDUCT OF “PANAGYAMAN: The GOJUST II Human Rights Project Culmination May 16, 2025** through others: Foreign Funded Procurement. The minimum technical specifications are as follows:

FUNCTION ROOM

- *Formal Meeting Room, preferably a ballroom:*
 - *Air-conditioned; Well-lit and ventilated;*
 - *Large enough for 250 pax observing health protocols*
- *Date/Time of the Activity: **May 16, 2025 / 6:00 am to 2:00 pm***
- *With Meeting tables and 250 chairs in a Banquet Style Set-up*
-10 pax per table
- *With LED Wall (8.2FTx13.12 FT) with Basic lights and Sound system (8 hours use)/, microphone, projector screen, LCD projector, extension cords, stage, podium, Philippine Flag with flagpole*
- *Standby Technician;*
- *Complimentary WiFi Access to guests*
- *Parking Space for 10% of guaranteed guests*
- *With Flowing Coffee, Tea, Drinking Water, Fresh Milk, Creamer, and Sugar*
- *Basic decorative table centerpieces and stage decors*

CORRIDOR/ ALLEY/ SPACE FOR CSO BOOTHS

- *located outside or along the way to the Formal Meeting Room/ Ballroom*
- *can accommodate 10 small booths/stalls for CHR partners to showcase their organizations*
- *provision of 10 tables with 1-2 chairs each table*

MEALS

	May 16, 2025
<i>Breakfast</i>	-
<i>AM Snacks</i>	250 pax
<i>Buffet Lunch (guests)</i>	250 pax
<i>Packed Lunch (driver/crew)</i>	30 pax
<i>Buffet Dinner</i>	-



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250 PAX in BALLROOM CATERING

• **Plated Formal Lunch for 60 VIP guests (6 tables)**

- *Served in sequential order of formal dining with appropriate plates and utensils*

Plated meals for 60 VIPs <ul style="list-style-type: none">• <i>With printed menu cards per VIP</i>	
<i>Sequence 1</i>	<i>Bread and butter Drinks (iced tea)</i>
<i>Sequence 2</i>	<i>Soup</i>
<i>Sequence 3</i>	<i>Salad</i>
<i>Sequence 4</i>	<i>Main course (beef, chicken, or fish)</i>
<i>Sequence 5</i>	<i>Dessert</i>

- *With 1 dedicated server/staff/waiter for each VIP table*
- *No pork*
- *inclusive of takeout fees*
- **Assisted buffet for the rest of the 190 guests (19 tables)**
 - *2 buffet stations for the regular 190 guests*
 - *Same menu as VIPs: bread and butter, soup, salad, main course (beef, chicken, or fish), rice, dessert*
 - *No pork*
 - *inclusive of takeout fees*

Recap:

60 of 250 are for VIPs (plated with sequential serving)

190 of 250 are regular guests (assisted Buffet)

30 PAX for driver/crew PACKED MEALS

- **Packed meals/ to-go meals**
- **Rice, 2 viands**
- **No pork**

ROOM ACCOMMODATION

2 twin sharing

- *Check-in – May 15, 2025*
- *Check-out – May 17, 2025*

OTHER REQUIREMENTS

- *Within Quezon City, preferably close to the Commission on Human Rights Central Office*



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- *Walkthrough Security Scanner / Walk-Through Metal Detector*
- *Located along main roads for easy guest access*
- *Located near public transportation stations for easy guest access*
- *At least two (2) operational elevators available 24/7*
- *Adequate security service (24/7)*

If interested, please submit your duly signed quotation/proposal subject to the attached Terms and Conditions on or before **10:00 am, May 05, 2025** through e-mail address procurement@chr.gov.ph and projectmgmt@chr.gov.ph For any clarification, you may contact us through 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,


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



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CHR Procurement through Others: Foreign Funded Procurement

TERMS & CONDITIONS:

1. 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. PhilGEPS Certificate of Registration
 - c. Reply Slip (pls see attached format)

The winning bidder will be required to submit the OMNIBUS SWORN STATEMENT prior to the award of the contract:

2. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified;
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.


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



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REPLY SLIP

PROCUREMENT : LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE
CONDUCT OF "PANAGYAMAN: The GOJUST II Human Rights Project
Culmination on May 16, 2025

RFQ NO. : 2025-GJ2-04-36

Date: _____

**THE BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES AND
INFRASTRUCTURE PROJECTS**

Through the BAC Secretariat
Commission on Human Rights
3rd 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
_____ **Pesos**
(PhP_____.00), inclusive of all existing and appropriate government taxes and charges:

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,

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