



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

**REQUEST FOR QUOTATION**  
**RFQ No. 2023-09-174**

09 October 2023

**Sir / Madam:**

*Greetings from the Commission on Human Rights!* The Commission on Human Rights (CHR) through its General Administration Office (GAO) intends to apply the sum of **Two Hundred Eighty-Five Thousand Two Hundred Sixty Pesos (PhP285,260.00)** as an Approved Budget for the Contract (ABC) for the **SUPPLY AND DELIVERY OF VEHICLE PARTS, SUPPLIES AND MECHANIC TOOLS** through Section 53.9 Negotiated Procurement – Small Value Procurement of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. The technical specifications are as follows:

Minimum Technical Specifications
<b>205 liters FULLY SYNTHETIC ENGINE OIL</b> 10w40
<b>OIL FILTER (Original)</b>
11 pcs for 2018 Mitsubishi Expander
5 pcs for 2017 Toyota Hi-Ace Van
3 pcs for 2018 Hyundai County Bus
3 pcs for 2007 Toyota Innova
<b>FUEL FILTER (Original)</b>
3 pcs for 2018 Hyundai County Bus
<b>AIR FILTER (Original)</b>
11 pcs for 2018 Mitsubishi Expander
5 pcs for 2017 Toyota Hi-Ace Van
3 pcs for 2018 Hyundai County Bus
3 pcs for 2007 Toyota Innova
<b>CABIN FILTER (Original)</b>
11 pcs for 2018 Mitsubishi Expander
4 pcs for 2016 Nissan Urvan NV350
5 pcs for 2017 Toyota Hiace Van
<b>REAR WIPER BLADE (Original)</b>
11 pcs for 2018 Mitsubishi Expander


**CHR ng lahat: Naglilingkod maging sino ka man**

<b>80 pcs CAR AIR FRESHENER</b> Gel type, lemon scent
<b>28 pcs. FIRE EXTINGUISHER</b> <ul style="list-style-type: none"> <li>• Mono-ammonium phosphate chemical</li> <li>• Dry chemical</li> <li>• Mounting Bracket and Hook inclusive</li> <li>• Pressurized type with Pressure Gauge Control</li> <li>• Class: A:B:C – Multiple Use</li> <li>• Weight: 5 lbs.</li> <li>• Provision of tags to each cylinder with date printed</li> <li>• Warranty Period: 1 year from the date of delivery and acceptance</li> </ul>
<b>1 unit MECHANIC CREEPER</b> <ul style="list-style-type: none"> <li>• Equipped with (6) 360-degree swivel casters, delivering smooth and precise movements</li> <li>• Fully padded creeper for extra comfort</li> <li>• Constructed with heavy duty tubular steel for stability and long-term durability, supporting up-to 25- lbs.</li> </ul>
Warranty: <i>Manufacturer's Warranty</i>
Delivery: <i>within 15 cd from receipt of Notice to Proceed</i>
Place of Delivery: <i>Commission on Human Rights  SAAC Bldg., U.P Complex, Commonwealth Ave.  Diliman, Quezon City</i>

If interested, you may submit your duly signed quotation subject to the attached Terms and Conditions on or before **10:00am, OCTOBER 16, 2023** through e-mail address [procurement@chr.gov.ph](mailto:procurement@chr.gov.ph). For any clarification, you may contact us at telephone number 8936-6107 or 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 pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

Truly yours,

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

**TERMS & CONDITIONS:**

1. Interested bidder/s are **highly encouraged** to use the attached format of Quotation;
2. Quotations 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. 2023 Business / Mayor's Permit
  - b. PhilGEPS Registration Number

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

3. 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;
4. Failure to comply with any of the technical specifications/requirements will disqualify the quotation;
5. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties, and levies;
6. Price validity period shall be a minimum of Thirty (30) days from the date of bid submission;
7. 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;
8. 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. ANTZO**  
Head, BAC Secretariat  
Chief, GAO-Procurement Div.



## QUOTATION

**PROCUREMENT:** SUPPLY AND DELIVERY OF VEHICLE PARTS, SUPPLIES AND MECHANIC TOOLS  
**RFQ NO. :** 2023-09-174

Date: \_\_\_\_\_

### THE BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

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

**Sir / Madam:**

This is to submit our **BEST OFFER** for the subject procurement:

Minimum Technical Specifications	Technical Specifications of OFFER	Statement of Compliance YES or NO
<b>205 liters FULLY SYNTHETIC ENGINE OIL</b> <ul style="list-style-type: none"><li>• 10w40</li></ul>		
<b>OIL FILTER (Original)</b>		
11 pcs for 2018 Mitsubishi Expander		
5 pcs for 2017 Toyota Hi-Ace Van		
3 pcs for 2018 Hyundai County Bus		
3 pcs for 2007 Toyota Innova		
<b>FUEL FILTER (Original)</b>		
3 pcs for 2018 Hyundai County Bus		
<b>AIR FILTER (Original)</b>		
11 pcs for 2018 Mitsubishi Expander		
5 pcs for 2017 Toyota Hi-Ace Van		
3 pcs for 2018 Hyundai County Bus		
3 pcs for 2007 Toyota Innova		
<b>CABIN FILTER (Original)</b>		
11 pcs for 2018 Mitsubishi Expander		
4 pcs for 2016 Nissan Urvan NV350		
5 pcs for 2017 Toyota Hiace Van		
<b>REAR WIPER BLADE (Original)</b>		
11 pcs for 2018 Mitsubishi Expander		
<b>80 pcs CAR AIR FRESHENER</b> <ul style="list-style-type: none"><li>• Gel type, lemon scent</li></ul>		

<b>28 pcs. FIRE EXTINGUISHER</b> <ul style="list-style-type: none"> <li>• Mono-ammonium phosphate chemical</li> <li>• Dry chemical</li> <li>• Mounting Bracket and Hook inclusive</li> <li>• Pressurized type with Pressure Gauge Control</li> <li>• Class: A:B:C – Multiple Use</li> <li>• Weight: 5 lbs.</li> <li>• Provision of tags to each cylinder with date printed</li> <li>• Warranty Period: 1 year from the date of delivery and acceptance</li> </ul>		
<b>1 unit MECHANIC CREEPER</b> <ul style="list-style-type: none"> <li>• Equipped with (6) 360-degree swivel casters, delivering smooth and precise movements</li> <li>• Fully padded creeper for extra comfort</li> <li>• Constructed with heavy duty tubular steel for stability and long-term durability, supporting up-to 25- lbs.</li> </ul>		
Warranty: <i>Manufacturer's Warranty</i>		
Delivery: <i>within 15 cd from receipt of Notice to Proceed</i>		
Place of Delivery: Commission on Human Rights SAAC Building, U.P Complex, Commonwealth Avenue, Diliman, QC		

**Financial Offer:**

Qty / Item	Unit Price	Total Price per Item
<b>205 liters FULLY SYNTHETIC ENGINE OIL</b>		
<b>OIL FILTER (Original)</b>		
11 pcs for 2018 Mitsubishi Expander		
5 pcs for 2017 Toyota Hi-Ace Van		
3 pcs for 2018 Hyundai County Bus		
3 pcs for 2007 Toyota Innova		
<b>FUEL FILTER (Original)</b>		
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3 pcs for 2007 Toyota Innova		

<b>CABIN FILTER (Original)</b>		
11 pcs for 2018 Mitsubishi Expander		
4 pcs for 2016 Nissan Urvan NV350		
5 pcs for 2017 Toyota Hiace Van		
<b>11 pcs REAR WIPER BLADE (Original)</b> for 2018 Mitsubishi Expander		
<b>80 pcs CAR AIR FRESHENER</b>		
<b>28 pcs. FIRE EXTINGUISHER</b>		
<b>1 unit MECHANIC CREEPER</b>		
<b>TOTAL OFFERED QUOTATION:</b>		
<b>In Words:</b>		<b>In Figures:</b>
_____		_____
_____		

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 hereby certify that our company is not blacklisted or not allowed to participate in the bidding of all government projects.

Truly yours,

<i>Bidder (Company 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>Bank Account Name &amp; Number</i>	
<i>Bank Name &amp; Branch</i>	
<i>Signature</i>	