



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION
RFQ No. 2023-10-189

October 27, 2023

Sir / Madam:

Greetings from the Commission on Human Rights! The Commission on Human Rights (CHR), through its Prevention Cluster Office, intends to apply the sum of Five Hundred Thousand Pesos (PhP500,000.00) as an Approved Budget for the Contract (ABC) for **LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE HR TRAINING OF BJMP PERSONNEL** through Section 53.10 Negotiated Procurement – Lease of Real Property and Venue of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The minimum technical specifications as follows:

1. ACCOMMODATION WITH MEALS

No. of Pax: 50

Accommodations For Twin Sharing Room

Check-in: November 20, 2023

Check-out: November 24, 2023

Meals

Breakfast: November 21-24, 2023

Dinner: November 20-23, 2023

2. FUNCTION ROOM

Date of Activity: **November 20-24, 2023**

Meeting tables and chairs for 50 pax with Banquet set-up

With Projector and screen, Sound system with four (4) microphones, Rostrum, Whiteboard with marker and Flipchart.

MEALS DURING THE FUNCTION	November 20-24, 2023
Set Snacks	60 pax
Buffet Lunch	60 pax
Inclusion: Free-flowing coffee	
Dietary restriction: No pork	

If interested, please submit your duly signed quotation subject to the attached Terms and Conditions on or before **11:00 am, November 7, 2023** through e-mail address procurement@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 pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

Truly yours,


MARIA TERESA G. ANTAZO
Chief, GAO-Procurement Division



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TERMS & CONDITIONS:

1. Interested bidder/s are encouraged to use the attached 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. 2023 Business / Mayor's Permit
 - b. PhilGEPS Registration
 - c. Brochure, if any (supporting document to your quotation)

The winning bidder will also be required to submit the Omnibus Sworn Statement prior to award of 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 minimum of Sixty (60) 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 tie, the CHR shall apply the tie-breaking method of "toss a coin" through online coin flipper;
8. 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 Administrative Officer, GAO-Procurement Division

QUOTATION

PROJECT : LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE THE HR TRAINING
OF BJMP PERSONNEL
RFQ NO. : 2023-10-189

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

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

QTY./ UNIT	MENU	INCLUSIONS	UNIT PRICE	TOTAL PRICE

(If necessary, attach additional sheets)

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 the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Truly yours,

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