



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION

RFQ No. 2023-11-GJ2-025

November 03, 2023

Sir / Madam:

Greetings from the Commission on Human Rights! The CHR, through its Bids and Awards Committee for Consulting Services, Infrastructure and Foreign-Assisted Projects (BAC-CSIFAP) intends to apply the sum of One Hundred Seven Thousand Two Hundred Fifty Pesos Only (PhP107,250.00) for the **Procurement of the Supply and Delivery of Catering Services for the CHR Partner Summit** through Section 53.9 Negotiated Procurement – Small Value Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The detailed technical specifications as follows:

Quantity / ABC	Item Description / Specifications
150 Pax ABC – PhP107,250.00	Venue: Commission on Human Rights, Quezon City Date of event: November 16, 2023 <ul style="list-style-type: none">- 150 Pax- Finger food/ cocktail food section/ spread at least 4- 5 choices (chicken lollipop, mozzarella sticks, Shanghai, fried dimsum, bite size sandwich, California maki, assorted fruits)- Pasta section at least 2-3 pasta flavor (red sauce, white sauce and pesto)- Refreshment section juice, soda, punch- With free flowing coffee- 10 Round table with center piece and with complete elegant skirting for tables and chairs following the color motif of event- Flowers for the stage and buffet table- Restrictions: No Pork and less use of plastic- Complete silver wares, flat wares and glass wares, food attendants in uniform, ice for drinks and purified drinking water, with menu tags, on the day event planner, free food tasting for 5 pax

If interested, please submit your duly signed quotation subject to the attached Terms and Conditions on or before **09:00AM, November 07, 2023** through e-mail address procurement@chr.gov.ph and projectmgmt@chr.gov.ph For any clarification, you may contact us telephone number 8936-610 and 8361-7022 or mobile phone number 0917-8571607 and 0970-8577650

The CHR reserves the right to reject any and all quotations/bids, to annual 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
Division Chief
GAO-Procurement Division



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

CHR Procurement through NP-SVP

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 following documents prior to award of contract:

- d. Omnibus Sworn Statement
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, GAO-Procurement Division

QUOTATION

PROCUREMENT: Procurement of the Supply and Delivery of Catering Services for the CHR Partner Summit

RFQ NO. : 2023-11-GJ2-025

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 our **BEST OFFER** for the subject procurement:

Item	Specifications	Offer	Statement of Compliance

Financial Offer:

Qty / Items	Unit Price	Total Price
In Words:		In Figures: _____

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.

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 Name & Branch</i>	
<i>Bank Account Name & Number</i>	
<i>Signature</i>	