



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

19 October 2022

REQUEST FOR PROPOSAL

RFP No. 2022-10-149

**Procurement of Services of an Information System Design Specialist
Consultant for CHR New Central Office Building**

The Commission on Human Rights (CHR) through the General Administration Office (GAO) intends to apply the sum of **One Hundred Forty-Seven Thousand Pesos (PhP147,000.00)**, inclusive of all applicable government taxes and charges, being the Approved Budget for the Contract (ABC) for the **Procurement of Services of an Information System Design Specialist Consultant for CHR New Central Office Building**. The details of requirements, qualifications, and deliverables are provided in the attached Terms of Reference.

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 as provided in 2016 Revised Implementing Rules and Regulations of Republic Act 9184;

The Bids and Awards Committee for Consulting Services and Infrastructure Projects (BAC-CSIP) shall determine and recommend the award of the contract to the bidder with the Highest Rated Responsive (HRRB) pursuant to Section 37.1.1 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

If interested, kindly submit your proposal together with the documentary requirements **on or before 4:00 PM of October 25, 2022**, 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@gmail.com.

The CHR reserves the right to reject any and all proposals/bids, 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, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of 2016 Revised IRR of RA 9184.

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

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@gmail.com



ONESIMO L. CUYCO

Chairperson Bids and Awards Committee
for Consulting Services and Infrastructure
Projects (BAC-CSIP) / Director IV, GAO



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

GSD-TOR CONTROL NO. 14J2022-_____

TERMS OF REFERENCE

**PROCUREMENT OF SERVICES OF AN INFORMATION SYSTEM DESIGN SPECIALIST
(Fire Detection and Suppression System - FDAS, Close Circuit Television –
CCTV and Public Automatic Branch Exchange - PABX) CONSULTANT FOR CHR
NEW CENTRAL OFFICE BUILDING**

I. RATIONALE

The Commission on Human Rights (CHR) is an independent National Human Rights Institution (NHRI) created under the 1987 Philippine Constitution, established on 05 May 1987 by virtue of Executive Order No. 163. The Commission is primarily mandated to conduct investigations on human rights violations especially against the marginalized and vulnerable sectors of the society. This generally aims to promote, defend and protect human rights of all Filipinos.

As part of the continual improvement of its services, the CHR will be completing its New Central Office Building, which will also house the Commission's regional offices for NCR and IV-B. The building is a legacy of its former Chairperson Jose Luis Martin C. Gascon who have been painstakingly involved in the design and planning of the new edifice as well as the entire CHR Complex. Chairperson Gascon died last October 2021 and was short to finish his term together with the 5th Commission, which should have been concluded on May 5, 2022. Thus, the vitality to outsource the services of an Auxiliary Specialist to effect this purpose

II. SCOPE OF WORKS

Project Timeline	Project Name and Description	Equivalent Percentage in the Contract
(1st Month)	1. Preparation and submission of Project Details, Updating of Plans, and Market Canvass for the processing of Procurement of Supply, Delivery, and Installation of Multi-System Auxiliaries (CHR New Central Office Building) Public Address Systems (PAS)	<u>50%</u>
	2. Preparation and submission of Project Details, Updating of Plans, and Market Canvass for the processing of Procurement of Supply, Delivery, and Installation of Multi-System Auxiliaries (CHR New Central Office Building) – FDAS	
(2nd Month)	3. Preparation and submission of Project Details, Updating of Plans, and Market Canvass for the processing of Procurement of Supply, Delivery and Installation of Airconditioning and Ventilation Systems – Central Office New Building	<u>25%</u>
(3rd Month)	4. Preparation and submission of Project Details, Updating of Plans, and Market Canvass for the processing of Procurement of Supply, Delivery, and Installation of Multi-System Auxiliaries (Five (5) storey-CHR New Central Office Building) – PABX and CCTV	<u>25%</u>
	TOTAL	<u>100%</u>

III. REQUIREMENTS

A. Eligibility Requirements

1. Bachelor's Degree Relevant to the job; Curriculum Vitae (CV) and Copy of College Diploma;
2. Copy of PhilGeps Registration;
3. Tax Certificate.

B. Qualification and Competencies

1. Two (2) years of experience or more in the field of auxiliary and technology systems;
2. Expert in reading electronic plans and program scripts;
3. Expert in design software such as AutoCAD, Sketchup, and Microsoft Office, and related software applications;
4. Expert in cost estimate and preparation of Bill of Quantities/ Materials, and Specifications;
5. Knowledgeable in troubleshoot programs in terms of programming language.

IV. PROPOSAL CRITERIA

- Technical Proposal (80%)
- Financial Proposal (20%)

V. TERMS OF PAYMENT

TRANCHE	Percentage Contract Price	Proposed Time Table
1 st Tranche	50%	1st month
2 nd Tranche	25%	2nd month
3 rd Tranche	25%	3rd month
	100%	

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

VI. CONTRACT DURATION:

Three (3) Months from receipt of Notice to Proceed (NTP)

VII. APPROVED BUDGET FOR THE CONTRACT (ABC):

One Hundred Forty - Seven Thousand Pesos Only - Php 147,000.00

VIII. IMPLEMENTATION OF THE CONTRACT

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 Service Provider and this TOR shall be implemented in accordance with the terms and conditions herein 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 termination. The Commission shall inform the Service Provider within seven (7) calendar days prior to the effectivity of the termination.
3. In case of contract termination, the Commission shall recommend the Service Provider for disqualification to participate in the Commission's future procurement opportunities.

Prepared by:


JOSEFINA G. GREFALDA
BMU, General Services Division

Recommending Approval:


MARIA NARITA GARCIA SIO
Chief, General Services Division (GSD)

Approved by:


ONESIMO L. CUYCO
Director, General Administration Office (GAO)



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

CHR Procurement through NP-SVP

TERMS & CONDITIONS:

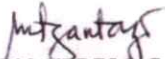
1. Proposal shall be submitted with a copy of the attached **Reply Slip** and the following documentary requirements on or before the scheduled submission deadline as specified in the RFP.

Late submission shall not be accepted:

- a. PhilGEPS Registration
- b. Tax Certificate

The winning bidder will also be required to submit an **Omnibus Sworn Statement** before awarding the contract

2. The Approved Budget for the Contract (ABC) is the ceiling price. Total financial bid exceeding the ABC shall be disqualified pursuant to Section 31.0 of the 2016 IRR of R.A 9184;
3. Failure to comply with any of the technical specifications/requirements will disqualify the bid proposal;
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 Sixty (60) days from the date of bid submission;
6. Winning bidder will be determined to have submitted the Highest Rated Responsive Bid (HRRB). 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. The corresponding bank transfer fee shall be charged against the creditor's account for other bank institutions.


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

REPLY SLIP

PROJECT : Procurement of Services of an Information System Design Specialist Consultant for
CHR New Central Office Building
RFP NO. : 2022-10-149

Date: _____

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

c/o Procurement Division
Commission on Human Rights
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Sir / Madam:

This is to submit our 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, under Section 41 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Truly yours,

Bidder (Consultant)

Address

Telephone No./Mobile No.

Email address

PhilGEPS Registration No.

Tax Identification No. (TIN)

Bank Acct. No. / Name

Signature