



REQUEST FOR QUOTATION

2022-11-RES-031

November 15, 2022

Dear Sir/Madam:

Greetings from the Commission on Human Rights-National Capital Region Office!

The Commission on Human Rights-National Capital Region Office (CHR-NCR), through its Bids and Awards Committee (BAC), will procure the supply and delivery of **CHR UNIFORMS for Second Legal Clinic Caravan** through Section 53.9 Negotiated Procurement-Small Value Procurement of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 with an Approved Budget for the Contract (ABC) **Fifty-Four Thousand Pesos (P54,000.00)**.

The detailed technical specifications are as follows:

Unit	Item Description	Quantity	Unit Cost	Total Cost
pcs	Polo Shirt	30	600	18000
	* Layout according to attached design			
	* Short Sleeves			
	* With embroidered white CHR logo (2x2 inches) on front pocket portion / left chest area			
	* Breathable fabric			
	* Multi-Color (Dark Grey, Black, White)			
pcs	Corporate Jacket	30	1200	36000
	* layout according to attached design			
	* Reversible			
	* Khaki/Black			
	* Breathable and Water-resistant			
	* with embroidered white CHR logo (2x2 inches) on front pocket portion / left chest area			
	* with embroidered white text on back portion			
				54,000.00
Delivery period		Within 15 days from receipt of Notice to Proceed		

Your quotation/proposal must be submitted using the attached reply slip on or before 5:00 PM of November 25, 2022 at the 1st Floor, NCR Office, CHR Central Office, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address chrncrbac2122@gmail.com.¹

Should you have concerns, you may contact the NCR Office at telefax no. 8-928-7098 or cellphone number 09989893609 or at the email address written above.

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 CASTILLANO
Head, BAC Secretariat
CHR-NCR

¹ Please note that this is the email of the CHR NCR-BAC. The official email address of CHR-NCR is chr_ncr2017@yahoo.com.



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

CHR-NCR Procurement through NP-SVP

Terms and Conditions

1. Interested bidder(s) are required to use the attached prescribed 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. 2022 Business/Mayor's Permit;
 - b. PHILGEPS Registration; and
 - c. Brochure, if any (supporting document to your quotation).
3. The winning bidder will also be required to submit the following documents prior to award of contract:
 - d. Omnibus Sworn Statement; and
 - e. Latest Income Tax Return.
4. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified pursuant to Section 31.C of the 2016 IRR of Republic Act No. 9184.
5. Failure to comply with any of the technical specifications/ requirements will disqualify the quotation.
6. Bidders shall verify and finalize the prices of items and computations made on all bidding documents *before* submission to the CHR-NCR BAC Secretariat. Request for corrections on the bidding documents after their submission to the Secretariat, on account of the mistake and/or negligence of the bidder(s), will automatically result in the disqualification of the said bidder(s) from the bidding process.
7. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties, and levies.
8. Price validity period shall be minimum of Sixty (60) days from the date of bid submission.
9. Winning bidder will be determined to have submitted the Lowest Calculated Responsive Bid (LCRB) or Single Calculated Responsive Bid (SCRB), as the case may be. In case of tie, CHR-NCR shall apply the tie-breaking method of "toss coin" through online coin flipper.
10. 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 institutions, corresponding bank transfer fee shall be charged against the creditor's account.

MARIA TERESA CASTILLANO
Head, CHR NCR BAC Secretariat

REPLY SLIP

PROCUREMENT : CHR UNIFORM
REQUEST FOR QUOTATION NO. : 2022-11-RES-031

____ November 2022

MARIA TERESA CASTILLANO
Commission on Human Rights-NCR Office
1st Floor, CHR Central Office
SAAC Building, U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Dear Ms. Castellano:

This is to submit the following bid quotation/proposal for the subject procurement with a total bid price of _____(PhP _____) pesos, inclusive of all existing and appropriate government taxes and charges:

Unit	Item Description	Quantity	Unit Cost	Total Cost
pcs	Polo Shirt	30		
	* Layout according to attached design			
	* Short Sleeves			
	* With embroidered white CHR logo (2x2 inches) on front pocket portion / left chest area			
	* Breathable fabric			
	* Multi-Color (Dark Grey, Black, White)			
pcs	Corporate Jacket	30		
	* layout according to attached design			
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	* Breathable and Water-resistant			
	* with embroidered white CHR logo (2x2 inches) on front pocket portion / left chest area			
	* with embroidered white text on back portion			
Delivery period		Within 15 days from receipt of Notice to Proceed		

I hereby certify that the above bid quotation/proposal 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.

Thank you.

Truly yours,

Name of Bidder	:	
Authorized Representative	:	
Designation/Position	:	
Address	:	
Telephone No./Mobile No.	:	
Email address	:	
PhilGEPS Registration No.	:	
Signature	:	