



INVITATION TO BID FOR THE LEASE OF VENUE FOR CY 2023 THROUGH A FRAMEWORK AGREEMENT (IB-2023-003 - EPA)

1. The Commission on Human Rights (CHR), through the General Administration Office – HRDD intends to apply the sum of **ONE MILLION FIVE HUNDRED THOUSAND PESOS (PhP1,500,000.00)** being the ABC to payments under the contract **Lease of Venue for CY 2023 through a Framework Agreement**.

Description	LEASE OF VENUE FOR CY 2023 THROUGH A FRAMEWORK AGREEMENT
Quantity	1 lot
Total ABC (Vat Inclusive)	PhP1,500,000.00
Funding Source	National Expenditure Program (NEP)
Bid Security-Bid Securing Declaration, Cash/Cashier's Manager's Check, Bank Draft/Guarantee, and Irrevocable letter of Credit* (at least 2% of the ABC)	PhP30,000.00
Bid Security-Surety bond** (5% of the ABC)	PhP75,000.00
Cost of Bidding Documents (Cash and Check payment only)	PhP1,500.00

** issued by a Universal or Commercial Bank*

*** callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security*

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.

The Technical specifications are as follows:

The Lease of Venue within the vicinity of the Province of Rizal includes the following:



1. Use of Meeting Room

- *With appropriate room size for the activity and number of participants observing standard health protocols*
- *Air-conditioned; well-lighted and ventilated*
- *Meeting tables and chairs; Whiteboard with markers*
- *PA system with at least 3 microphones and stand-by technician*
- *Registration Table, Philippine Flag, LCD Projector with screen*
- *With complimentary WiFi Access & Parking Space*
- *With flowing coffee, tea and purified drinking water*

2. Room Accommodation

- a. Single room
- b. Twin-sharing room (with 2 individual beds)
 - *With complimentary breakfast and toiletries*

3. Meals:

	<i>Inclusions</i>
Morning Snack	<ul style="list-style-type: none">• <i>Drinks (softdrinks; juice; iced tea)</i>• <i>Any of the following:</i><ul style="list-style-type: none">- <i>Sandwich</i>- <i>Cakes / Pastries</i>- <i>Kakanin</i>
Lunch (Assisted Buffet)	<ul style="list-style-type: none">• <i>Soup</i>• <i>Rice</i>• <i>2 Main Dishes (any of the following viands)</i><ul style="list-style-type: none">- <i>Beef or Pork</i>- <i>Chicken or Fish (except crème dory)</i>• <i>Vegetable Viand</i>• <i>Dessert (fruits in season or sweets)</i>• <i>Drinks (softdrinks; juice; iced tea)</i>
Afternoon Snack	<ul style="list-style-type: none">• <i>Drinks (softdrinks; juice; iced tea)</i>• <i>Any of the following:</i><ul style="list-style-type: none">- <i>Pasta / Noodles</i>- <i>Dimsum Style meals</i>- <i>Congee</i>
Dinner (Assisted Buffet)	<ul style="list-style-type: none">• <i>Soup</i>• <i>Rice</i>• <i>2 Main Dishes (any of the following viands)</i><ul style="list-style-type: none">- <i>Beef or Pork</i>



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| <ul style="list-style-type: none">- <i>Chicken or Fish (except crème dory)</i>• <i>Vegetable Viand</i>• <i>Dessert (fruits in season or sweets)</i>• <i>Drinks (softdrinks; juice; iced tea)</i> |
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2. The CHR now invites bidders for the **LEASE OF VENUE FOR CY 2023 THROUGH A FRAMEWORK AGREEMENT**. The Delivery of the services shall be within Ten (10) calendar days from receipt of Notification to Executive a Framework Agreement. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project, whose value, adjusted to current prices using the PSA's CPI, must be at least equivalent to fifty percent (50%) of the ABC.

Similar project shall mean **"Hotel/Resort Business"**

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *"pass/fail"* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Interested Bidders may download the bidding documents from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the CHR website (www.chr.gov.ph), provided, the applicable fees for the bidding documents shall be paid not later than their submission of bids.

5. The **Schedule of Bidding Activities** shall be as follows:

Activities	Time	Venue/Mode
1. Sale, Inspection and issuance of bidding documents*	9:00AM to 4:00PM Monday to Friday only, excluding holidays, Starting November 28, 2022	CHR Bids and Awards Committee Secretariat Office 3 rd Floor Procurement Division Office, SAAC Bldg. Magsaysay Avenue, Diliman Quezon City



2. Pre-bid Conference	December 1, 2022, 1:30PM (Thursday)	Online via zoom conferencing facility
3. Deadline of Bid Submission	December 13, 2022, 9:30AM (Tuesday)	CHR Bids and Awards Committee Secretariat Office 3 rd Floor Procurement Division Office, SAAC Bldg. Magsaysay Avenue, Diliman Quezon City
4. Opening of Bids	December 13, 2022, 10:00AM (Tuesday)	CHR PARDEC Building 2 nd Floor, Boardroom, Magsaysay Avenue, Diliman Quezon City Face to face and online via zoom conferencing

**Bid docs fee shall be paid at the CHR, GAO-GSD Cash unit after acquiring Official Receipt (OR) Request form from the BAC Secretariat*

***Bidders may pre-register to the links to receive the zoom meeting links and password:*

6. Interested Bidders may pre-register to this link:

<https://docs.google.com/forms/d/e/1FAIpQLScukvg4OpuDUoQ2ruMCCHVAICipex6vI4OY7RULJnJAKASK8A/viewform>

Registered interested bidders will receive zoom meeting links and password from the CHR BAC Secretariat. Before joining the meeting, the participants must indicate in their screen name their company name followed by his/her full name (i.e. Company A/Juan Dela Cruz)

7. Bids must be duly received by the CHR BAC Secretariat through manual submission at the office address indicated above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. In accordance with Appendix 11 of the Revised IRR of RA 9184, the CHR shall apply the tie-breaking method of "toss a coin" through an online coin flipper in the event two or more of the bidders have been declared as having the Lowest Calculated Responsive Bid (LCRB).
9. The CHR strictly adheres to the **"NO GIFT POLICY"** and/or any similar acts in nature in compliance to Section 7 of Republic Act 6713.
10. The CHR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with



Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

Bids and Awards Committee Secretariat
COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES
General Administration Office – Procurement Division
3rd Floor, SAAC Building, Magsaysay Avenue, Diliman, Quezon City
Tel. No. (+632) 8936-6107
Mobile No. 09178571607
Email Address: procurement.chr@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents:

www.chr.gov.ph

<https://philgeps.gov.ph>

November 22, 2022

RENANTE A. BASAS, M.D.
Chairperson, Bids and Awards
Committee for Goods and Services