

REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

2025-07-RFQ-012

July 10, 2025

Dear Sir/Madam:

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

The Commission on Human Rights – National Capital Region (CHR-NCR), through its Bids and Awards Committee (BAC), will procure **Full-Length Filing Cabinets with Sliding Metal Doors, Multipurpose Filing Cabinet with Sliding Metal Doors, and Heavy Duty Steel Rack** 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) **seventy-nine thousand pesos (Php 79,000.00)**.

The detailed technical specifications are as follows:

Unit	Item Description	Quantity	Unit Cost	Total Cost
	Full-Length Filing Cabinet with Sliding Metal Doors	4		Php 64,000.00
	*At least 85 (L) x 50 (W) x 187 cm (H)			
	* Can Fit legal-sized documents (horizontal)			
	* Up to 5-7 adjustable shelves			
	* Beige/Light Gray, powder-coated finish			
	* Rust Proof/Strong Steel			
	* Assembled			
	Multipurpose Filing Cabinet with Sliding Metal Doors	1		Php 10,000.00
	*At least 90 (L) x 40 (W) x 106 cm (H)			
	*Sliding metal doors with lock			
	* Can fit legal-sized documents			



CHR ng lahat: Naglilingkod maging sino ka man

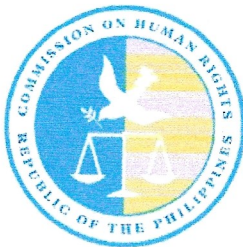
Jose Martin C. Gascon Building, UP Complex, Commonwealth Avenue, Diliman Quezon City, 1101

✉ ncr@chr.gov.ph

☎ 0906 021 7146 (Globe)

☎ (02) 8932 8093

☎ 0919 444 7720 (Smart)



REPUBLIC OF THE PHILIPPINES
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	* Up to 3 adjustable shelves			
	* White/Beige/Light Gray, powder-coated			
	* Rust Proof/Strong Steel			
	* Gauge 22			
	Heavy Duty Steel Rack	1		Php 5,000.00
	* At least 90 (L) x 40 (W) x 180 cm (H)			
	* Full Metal/Heavy Duty			
	* Up to 5 adjustable shelves			
	* White/Beige/Light Gray, powder coated			
	➤ <i>Date of Delivery is within 10-15 days upon receipt of the Purchase Order</i>			
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			

Your quotation / proposal must be submitted using the attached reply slip on or before **12:00 pm of July 24, 2025** at the 1st Floor, CHR-NCR Office, Jose Luis Martin Gascon Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address chrncrbac2122@gmail.com¹.

Should you have concerns, you may contact the NCR Office at telefax no. 8-928-7098 or cellphone number 0905-7855155 / 0919-4447720 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 contact 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,


GAUDENCIO A. CATUBAO, JR.
Head, BAC Secretariat, CHR-NCR

¹ Please note that chrncrbac2122@gmail.com is the email of the CHR NCR-BAC only. The official email address of CHR-NCR is ncr@chr.gov.ph.



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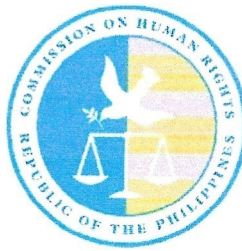
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CHR-NCR Procurement through SVP
Terms and Conditions

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. 2025 Business/Mayor's Permit;
 - b. Updated Proof of PHILGEPS Registration; and
 - c. Brochure, if any (supporting document to your quotation).
3. The winning bidder may also be required to submit the following documents prior to award of contract, as may be necessary:
 - d. Omnibus Sworn Statement; and
 - e. Latest Income Tax Return.
4. The Approved Budget for the Contract (ABC) is the ceiling price. Total financial bid exceeding the ABC shall be disqualified pursuant to Section 31.C of the 2016 IRR of Republic Act No. 9184, as provided under Section 113 (Transitory Provision) of Republic Act No. 12009 (Government Procurement Reform Act).
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.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CHR-NCR may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.


GAUDENCIO A. CATUBAO, JR.
Head, BAC Secretariat, CHR-NCR



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REPLY SLIP

PROCUREMENT

: Full length Filing Cabinets with Sliding and Steel Rack

REQUEST FOR QUOTATION NO. : 2025-07-RFQ-012

BID DEADLINE : 24 July 2025 (on or before 12:00pm)

GAUDENCIO A. CATUBAO, JR.
Head, BAC Secretariat
Commission on Human Rights-NCR Office
1st Floor, CHR-NCR Office
Jose Luis Martin Gascon Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Dear Mr. Catubao:

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

Unit	Item Description	Quantity	Unit Cost	Total Cost
	Full-Length Filing Cabinet with Sliding Metal Doors	4		Php 64,000.00
	*At least 85 (L) x 50 (W) x 187 cm (H)			
	* Can Fit legal-sized documents (horizontal)			
	* Up to 5-7 adjustable shelves			
	* Beige/Light Gray, powder-coated finish			
	* Rust Proof/Strong Steel			
	* Assembled			
	Multipurpose Filing Cabinet with Sliding Metal Doors	1		Php 10,000.00
	*At least 90 (L) x 40 (W) x 106 cm (H)			
	*Sliding metal doors with lock			
	* Can fit legal-sized documents			
	* Up to 3 adjustable shelves			
	* White/Beige/Light Gray, powder-coated			
	* Rust Proof/Strong Steel			
	* Gauge 22			

	Heavy Duty Steel Rack	1		Php 5,000.00
	* At least 90 (L) x 40 (W) x 180 cm (H)			
	* Full Metal/Heavy Duty			
	* Up to 5 adjustable shelves			
	* White/Beige/Light Gray, powder coated			
	➤ <i>Date of Delivery is within 10-15 days upon receipt of the Purchase Order</i>			
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX			

☐ Shall be awarded per item

☒ Shall be awarded as one lot

I will not participate due to:

☐ The budget is too low☐ Does not have eligibility documents☐ The requested item is not available☐ Non-conformity with gov't terms of payment☐ The venue is fully booked☐ For other reason(s), please specify,

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,

Business Name :

PhilGEPS Registration No. :

Authorized Representative :

Designation/Position :

Address :

Telephone No./Mobile No. :

Email Address :

Date and Signature :

