



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

REQUEST FOR QUOTATION
RFQ No. 2022-10-156

October 27, 2022

Sir / Madam:

Greetings from the Commission on Human Rights! The CHR, through its Bids and Awards Committee for Goods and Services (BAC-GS), intends to apply the sum of **One Hundred Thirty Thousand Pesos (Php130,000.00)** as an Approved Budget for the Contract (ABC) for the procurement of **Catering Services for the National Human Rights Consciousness Week Celebration** through Section 53.9, Negotiated Procurement – Small Value Procurement of the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. The detailed technical specifications as follows:

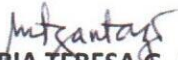
Date: December 5, 2022 Venue: CHR Central Office – Diokno Park No. of Pax: 200	Date: December 10, 2022 Venue: CHR Central Office No. of Pax: 100
AM SNACK (Plated) Suman sa Latik Bottled Juice	AM SNACK (Plated) Garlic Toasted Bread Pansit Guisado
LUNCH (Assisted Buffet) Beef Caldereta Waldorf Salad Rice Bottled Juice	LUNCH (Assisted Buffet) Bangus Belly Steak Stir Fry Vegetables w/ Zucchini Rice Brownies Four Seasons Juice
	PM SNACK (Plated) Lumpiang Shanghai Penne Pasta con Tuna
Inclusions: <ul style="list-style-type: none">• Full catering set-up• Tables:<ul style="list-style-type: none">▪ 12 Round Tables (6 seaters)▪ 1 Presidential Table (rectangle -5 seaters)▪ Table Cloth – White with Blue Topper• Chairs<ul style="list-style-type: none">▪ 55 pcs. Chairs▪ With white seat cover• Uniformed attendants• Drinking Water & Flowing coffee	Inclusions: <ul style="list-style-type: none">• Full catering set-up• Tables:<ul style="list-style-type: none">▪ 12 Round Tables (6 seaters)▪ 1 Presidential Table (rectangle -5 seaters)▪ Table Cloth – White with Blue Topper• Chairs<ul style="list-style-type: none">▪ 100 pcs. Chairs▪ With white seat cover• Uniformed attendants• Drinking Water & Flowing coffee
Restriction: No Pork	Restriction: No Pork
Delivery: <ul style="list-style-type: none">• Tables & Chairs<ul style="list-style-type: none">▪ Ingress: 6:00 am▪ Egress: 2:00 pm• AM Snacks: 9:00 am• Lunch: 11:00 am	Delivery: <ul style="list-style-type: none">• Tables & Chairs<ul style="list-style-type: none">▪ Ingress: 7:00 am▪ Egress: 5:00 pm• AM Snacks: 9:00 am• Lunch: 11:00 am• PM Snacks: 2:30 pm

If interested, please submit your duly signed quotation subject to the attached Terms and Conditions on or before **4:00 pm, November 3, 2022** through e-mail address procurement.chr@gmail.com.

For any clarification, you may contact us at mobile phone number 0917-8571607

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 Updated 2016 Revised IRR of RA 9184.

Truly yours,


MARIA TERESA G. ANTAZO
Officer In Charge
GAO-Procurement Division

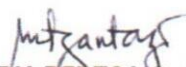


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CHR Procurement through NP-SVP

TERMS & CONDITIONS:

1. Interested bidder/s are required to use the attached prescribed format of Quotation which may be printed on 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
 - c. Brochure, if any (supporting document to your quotation)
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 Thirty (30) 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 /
Officer In Charge, GAO-Procurement Division

QUOTATION

PROCUREMENT: CATERING SERVICES FOR THE NATIONAL HUMAN RIGHTS CONSCIOUSNESS WEEK
CELEBRATIONS

RFQ NO. : 2022-10-156

Date: _____

THE BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES

c/o Procurement Division
Commission on Human Rights
3rd Floor, SAAC Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Sir / Madam:

This is to submit our quotation for the subject procurement with a total bid price of _____
Pesos (Php_____.00), inclusive of all existing and appropriate government taxes and charges:

QTY./ UNIT	MENU	INCLUSIONS	UNIT PRICE	TOTAL PRICE

(If necessary, attach additional sheets)

Warranty:	
Delivery Term:	

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 the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Truly yours,

Bidder (Company Name)	:	_____
Address	:	_____
Authorized Representative	:	_____
Designation/Position	:	_____
Telephone No./Mobile No.	:	_____
Email address	:	_____
PhilGEPS Registration No.	:	_____
Tax Identification No. (TIN)	:	_____
Bank Acct. No. / Name	:	_____
Signature	:	_____

Tables and chairs:

Event on 10 December 2022 (GAWAD Award)

7:00am place of delivery

5:00pm pick-up time

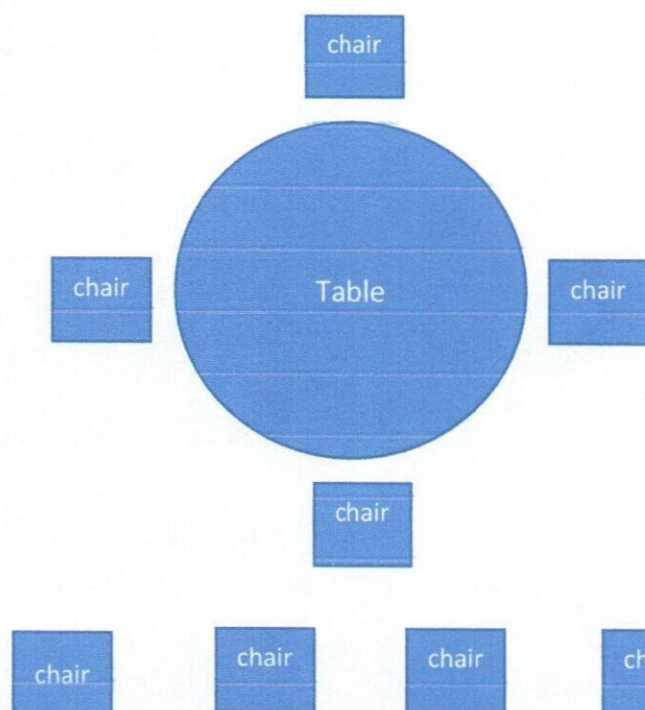
12x ROUND TABLE (6 seaters table)

~~100~~ 55x Chairs

1x PRESIDENTIAL TABLE – (5 seaters)

TABLE CLOTH – white with blue topper

SEAT COVERS – full white



Seating arrangement:

Only 4 Persons per One 6-seater round table

Seating arrangement:

5 Persons in a 5-seater long or rectangle table.

Tables and chairs:

Event on 05 December 2022 (HR Week Kick Off Activity)

6am place of delivery

2pm pick up time

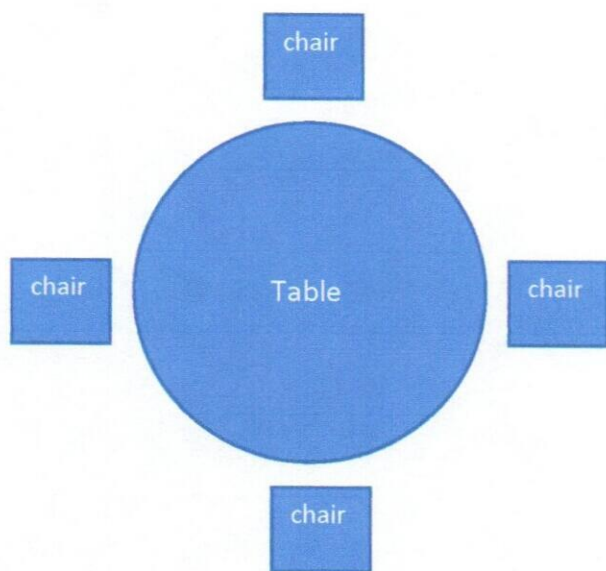
12x ROUND TABLE (6 seaters table)

1x PRESIDENTIAL TABLE – (5 seaters)

55x Chairs

TABLE CLOTH – white with blue topper

SEAT COVERS – full white



Seating arrangement:

Only 4 Persons per One 6-seater round table



Seating arrangement:

5 Persons in a 5-seater long or rectangle table.