

RFQ NO.: 2015-12-08  
 RFQ TYPE: Goods

DATE: December 11, 2015

### REQUEST FOR QUOTATION

- The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2015 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at Php 57,800.00 for the Procurement of Office Supplies (Hardbound Data Folder, as described below:

ITEM	DESCRIPTION	QTY	Unit	ABC(Php)
1	Hardbound Data Folder (Red) Ring Size: 2" Paper Size: Legal Graphics: Silkscreen Printing with JHMC Logo (white)	100	pcs	57,800.00
2	Hardbound Data Folder (Blue) Ring Size: 3" Paper Size: Legal Graphics: Silkscreen Printing with JHMC Logo (white)	60	pcs	
3	Hardbound Data Folder (Black) Ring Size: 2" Paper Size: Legal Graphics: Silkscreen Printing with JHMC Logo (white)	40	pcs	
4	Hardbound Expanding Folder (Green) Size: 2" spine Paper Size: Legal With tab (for labels) Graphics: Silkscreen Printing with JHMC Logo (white)	200	pcs	

Bids received in excess of the ABC shall be automatically rejected.

- All particulars relative to this procurement shall be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184.
- The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.
- Quotations must be delivered on or before December 18, 2015 10:00 AM to the address below:  
 Head, BAC Secretariat  
 John Hay Management Corporation  
 Cottage 627, Camp John Hay, Baguio City
- The proposals shall contain the following:
  - Product specification
  - Mayors Permit
  - Photocopy of PhilGEPS Certificate
- The delivery period shall be 7 calendar days upon receipt of the approved Purchase Order and the delivery site shall be at the aforementioned address.

7. JHMC reserves the right to accept or reject any quotation; to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders; to waive any minor defects or infirmities therein; and to accept such quotation as may be considered advantageous to the government.

Approved for Posting:

sgd.  
Zaldy A. Bello  
BAC Vice Chairman