

RFQ NO.: 2015-11-14
 RFQ TYPE: Goods

DATE: November 25, 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 58,921.00 for the Procurement of Office Supplies for the 3rd Quarter of 2015 (Not available to PS-DBM), as described below:

Unit	Item Description	Quantity	ABC (Php)	
each	Note Pad, (3"X3")	80	58,921.00	
bottle	Alcohol	70		
each	Notebook, Stenographers	20		
box	Paper Clip, gem type, 33 mm, 100s/box	20		
each	Ring Binder, 12 mm X 1.2 M (1/2"X44"), plastic	35		
each	Ring Binder, 12 mm X 1.2 M (3/4"X44"), plastic	35		
each	Ring Binder, 12 mm X 1.2 M (1"X44"), plastic	35		
each	Signpen, black, 0.5 mm	100		
each	Bathroom Soap, Antibacterial 90 grams	8		
pack	Battery, AAA, alkaline 2 pcs/pack	12		
pack	Battery, size AA, alkaline, 2 pcs/pack	12		
pack	Special Paper, 10 pcs./pack, A4	40		
bottle	Stamp Pad Ink, black, 50 ml	10		
each	Battery 9 volts, size (6F22)	10		
each	Battery, 9 Volts, rechargeable	5		
pack	Ground Coffee, 1 kg	30		
pack	Creamer, 200g	70		
pack	Coffee, sachet, 3 in 1	50		
pack	Sugar, brown, 1 kg/pack	60		
pack	Natural Green Tea	15		
gal	Dishwashing Detergent, 1 gal	20		
bottle	Liquid soap, Antibacterial	15		
box	Facial Tissue, Absorbent, boxes	50		

- 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 4, 2015 10:00 AM to the address below:

Head, BAC Secretariat
 John Hay Management Corporation
 Cottage 627, Camp John Hay, Baguio City

5. The proposals shall contain the following:
 - Product specification
 - Mayors Permit
 - Photocopy of PhilGEPS Certificate
6. 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