

RFQ NO.: 2018-009
RFQ TYPE: Goods

DATE: March 12, 2018

REQUEST FOR QUOTATION

- The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2018 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **One Hundred Sixty-One Thousand Two Hundred Ninety Pesos (PhP 161,290.00)** for the Procurement of Grocery Items for JHMC Board Meetings for 2018 as described below:

Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
lot	JHMC's Board Meeting for 2018 (March 2018 to December 2018)			
	<i>Breakdown of items</i>			
bottle	bottled water (350/ml, 35 pcs per box)	1,400	25.00	35,000.00
box	Paper, towel, absorbent	36	40.00	1,440.00
btl/pack	Assorted Condiments (catsup, fish sauce, vinegar, soy suace, hot sauce, salt), as needed	10	1,000.00	10,000.00
can	Assorted Soda	1,400	40.00	56,000.00
can	Assorted Juices	1,240	40.00	49,600.00
pack	Powdered Chocolate	20	100.00	2,000.00
box	Tea	1	300.00	300.00
pack	Sweetener, box	3	250.00	750.00
pack	Creamer, 200grams	10	120.00	1,200.00
pack	Other items (straw, toothpick, sando bags, stirrer) as needed	10	500.00	5,000.00
			TOTAL	161,290.00

Quotations 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.

3. The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.
4. Quotations must be delivered on or before March 16, 2018 12:00 NN to the address below:

LEA QUISOBEN-MAGUILAO, CPA, REA, REB
Head, BAC Secretariat
John Hay Management Corporation
Cottage 627, Camp John Hay, Baguio City

5. The proposal/s shall contain the following:
 - Proposal
 - Mayor's/Business Permit
 - PhilGEPS Registration Number
 - Omnibus Sworn Statement

Note: Certificate of Platinum Membership may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number

6. The delivery period shall be on March 23, 2018 and every first day of the ensuing month at Cottage 628, Camp John Hay.
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) JANE THERESA G. TABALINGCOS
BAC Chairperson