

RFQ NO.: 2018-014  
RFQ TYPE: Goods and Services

DATE: **March 19, 2018**

### REQUEST FOR QUOTATION

1. 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 **Three Hundred Thousand Pesos (PhP 300,000.00)** for the Procurement of Room Accommodation, Meals and Function Room for the JHMC Board Meeting and Strategic Planning as described below:

UNIT	ITEM DESCRIPTION	QUANTITY	ESTIMATED TOTAL COST (PHP)
<b>lot</b>	<p><u>Procurement of Room Accommodation, Meals and Function Room for the JHMC Board and Committee Meetings on April 23, 2018; and JHMC Board and Management Strategic Planning on April 24-25, 2018</u></p> <p><b>Services to be provided by the Hotel</b></p> <p><u>First Day</u></p> <ul style="list-style-type: none"> <li>- Check-In: 30 pax</li> <li>- Room Reservation</li> <li>- PM Snacks</li> <li>- Function Room including all equipment to be used for the event</li> </ul> <p><u>Second Day</u></p> <ul style="list-style-type: none"> <li>- Check-In: Additional Room Reservation</li> <li>- AM Snacks, Lunch and PM Snacks for 55 pax</li> <li>- Function Room including all equipment to be used for the event</li> </ul> <p><u>Third Day</u></p> <ul style="list-style-type: none"> <li>- Check Out</li> <li>- Breakfast</li> </ul>	1	300,000.00
		<b>TOTAL</b>	<b>300,000.00</b>

**Quotations received in excess of the ABC shall be automatically rejected.**

2. 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. The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
5. Quotations must be delivered on or before March 26, 2018 5:00 PM to the address below:

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

6. 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*

7. The delivery period shall be on the dates stated in Item 1.
8. 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) ENGR. BOBBY V. AKIA**  
BAC Vice-Chairperson