

RFQ NO.: 2018-018
RFQ TYPE: Services

DATE: 9 May 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 **Two Hundred Twenty Thousand Pesos (PhP 220,000.00)** for the Procurement of a Service Provider for the Laundry Requirements of JHMC as described below:

Unit	Item Description	Quantity	Estimated Total Cost
	Procurement of a Service Provider for the Laundry Requirements of JHMC Please refer to attached approved Scope of Services		
TOTAL			220,000.00

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.
- The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.
- The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
- Quotations must be delivered on or before **May 15, 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
 - PhilGEPS Registration Number
 - Mayor's/ Business Permit
 - Notarized Omnibus Sworn Statement

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

7. For other details, please refer to the attached Scope of Services.
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) JANE THERESA G. TABALINGCOS
BAC Chairperson

SCOPE OF SERVICES FOR THE PROCUREMENT OF A SERVICE PROVIDER FOR THE LAUNDRY REQUIREMENTS OF JHMC

1. General Objective

The **John Hay Management Corporation (JHMC)** seeks to procure a Service Provider for its laundry requirements to:

1. Collect garments for laundry from JHMC Cottages, Bell House, BCDA Cottages (Cottage 663 and Cottage 664) and VOA Log Homes.
2. Furnish professional laundry services to include, but not limited to, the following:
 - a. wash and dry and press long towels, blankets, comforters, pillow cases, bedsheets, rugs, face towels and other garments; and,
 - b. apply dry cleaning to garments, *if applicable*.

2. Duration of Contract

The Contract shall be effective upon receipt of the Winning Bidder of the Job Order or Contract **from 16 May 2018 until 31 December 2018**.

JHMC may pre-terminate the service contract for any violation committed by the Winning Bidder in any of the provisions of the contract, upon written notice of JHMC.

3. Extension of Contract

The Contract shall be automatically extended on a monthly basis without need of executing an Extension Contract, in cases when the procuring entity (JHMC) has not undertaken the procurement activities required or cannot award a new contract for the new service provider prior to the expiration of the term of the original contract due to circumstances beyond its control.

The Contract may be extended until the contract is awarded to a new service provider subject to limitations provided by Government Procurement Board Resolution No. 23-007 entitled *“REVISED GUIDELINES ON THE EXTENSION OF CONTRACTS FOR GENERAL SUPPORT SERVICES”*.

4. Approved Budget

The approved budget for this procurement is **Two Hundred Twenty Thousand Pesos (PhP 220,000.00)**.

5. Manner of Payment

The Winning Bidder shall bill JHMC once a month for services actually rendered.

Billings shall be based on the actual laundry services rendered during the billing period and shall be submitted not later than the 5th day of the ensuing month reckoned from the last date of each month.

JHMC shall pay the Winning Bidder within fifteen (15) working days from receipt of all the documents required by JHMC for payment, including, but not limited to the Statement of Account and other supporting documents that may be required, subject to the inspection of the members of the Inspection Committee and acceptance of the General Services Division-Property Unit.

6. Responsibility of the Winning Bidder

6.1 The Winning Bidder shall:

- a) maintain a quality control over its laundry supplies and machineries;
- b) ensure environmentally responsible cleaning supplies and machineries;
- c) ensure and maintain a dependable quality and good fabric care; and,
- d) ensure that the garments are fresh and clean to preserve the appearance and fabric quality.

6.2 The Winning Bidder is required to pick-up and deliver laundry twice per week, every Tuesdays and Fridays or as the need arises.

6.3 In the event that JHMC is not satisfied with the cleanliness of the garment(s) or the service provided, the Winning Bidder shall provide the same service(s) again **at no additional charge.**

6.4 If any piece(s) of garment(s) is (are) damaged, the Winning Bidder shall **provide a credit on the invoice in the amount of the current value of the garment(s).**

7. Other Conditions

7.1 JHMC is closed for specific holidays during the calendar year. In the event that the pick-up and/or delivery of laundry would fall on the holiday(s), the Winning Bidder shall pick-up/deliver said garments on the next working day.

7.2 The Winning Bidder shall make an express statement under contract that it is an independent service provider, possesses the necessary machinery to perform all the obligations stated herein and is a duly registered entity to conduct such business.

Prepared by:

(SGD) Lea C. Quisoben-Maguilao, CPA, REA, REB
Head, Implementing Unit

(SGD) RENEGADE C. BAYOG
End-User

RECOMMENDED BY:

(SGD) EDSEL U. COLCOL
Administrative Services Department Manager

APPROVED BY:

(SGD) JANE THERESA G. TABALINGCOS
Vice-President and Chief Operations Officer

(SGD) ALLAN R. GARCIA
President and Chief Executive Officer