

RFQ NO.: 2018-021
RFQ TYPE: Goods and Services

DATE: 16 May 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 **Fifty Thousand Two Hundred Fifty Pesos (PhP 50,000.00)** for the Procurement of Representation Expenses During the Opening and Culminating Activity of Health and Wellness Program for CY 2018 as described below:

UNIT	ITEM DESCRIPTION	QUANTITY	ESTIMATED TOTAL COST
LOT	<p style="text-align: center;">CATERING SERVICES</p> <p>24 May 2018, Thursday</p> <ul style="list-style-type: none"> - AM Snacks - Lunch - PM Snacks <p style="text-align: center;">*for 80 pax</p>	1	25,000.00
	<p>29 November 2018, Thursday</p> <ul style="list-style-type: none"> - AM Snacks - Lunch - PM Snacks <p style="text-align: center;">*for 80 pax</p> <p style="text-align: center;">*to be procured by LOT</p> <p>Note: The schedules of the aforementioned activities may be moved due to unforeseen circumstances. Necessary coordination to Winning Bidder, if any, shall be facilitated by the Health and Wellness Committee.</p>		25,000.00
TOTAL			PhP 50,000.00

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. Quotations must be delivered on or before **22 March 2018 at 5:00 p.m.** 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 the dates stated in Item No. 1.
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) ENGR. BOBBY V. AKIA
BAC Vice-Chairperson