

RFQ NO.: 2018-020  
RFQ TYPE: Services

DATE: 22 June 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 **Sixty-Eight Thousand Two Hundred Pesos (PhP 68,200.00)** for the Procurement of Services for the Repairs and Maintenance of JHMC Official Vehicle with plate # SEA 572 as described below:

Unit	Item Description	Quantity	Estimated Total Cost
LOT	Repair and Maintenance of JHMC official vehicle with plate# SEA 572 (Mitsubishi Dropside) <b>** body repair</b> 1. part chop rusted portion and weld 2. fabricate dropside and weld 3. fabricate hinges of siding of rear dropside 4. part chop rusted portion of body flooring <b>** body repainting</b> 1. "wash over" paint in same color <b>** electrical</b> 1. Recondition only 2. installation of two (2) speakers with materials L&R <b>** parts to be replaced</b> 1. tail lights left and right 2. replacement of steering wheel cover 3. replacement of handbrake cable <b>** upholstery</b> 1. dashboard 2. left and right sidings 3. front seat	1	68,200.00
<b>TOTAL</b>			<b>68,200.00</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 **29 June 2018, 5:00 PM, as extended** 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
  - Notarized 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 of the services shall be 45 calendar days upon receipt of the approved Job Order and the delivery site shall be at the aforementioned address.
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