

RFQ NO.: 2018-036  
RFQ TYPE: Goods and Services

DATE: 3 August 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 Thirty Thousand Pesos (PhP 130,000.00)** for the Procurement of Meals and Venue Rentals for Three (3) days Values Formation Seminar as described below:

Unit	Item Description	Quantity	Estimated Total Cost
pcs	Meals and Venue Rentals for 3 days Values Formation Seminar on August 13 to 15, 2018 <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Lunch</li> <li>• AM and PM snacks</li> </ul> <b>JHMC Employees and Facilitators)</b>	84	130,000.00
<b>TOTAL</b>			<b>130,000.00</b>

**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.

5. Quotations must be delivered on or before **7 August 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
  - Income/Business Tax Return

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

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