

RFQ NO.: 2018-037
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 Thousand Pesos (PhP 100,000.00)** for the Procurement of Catering Services and Other Services for the Breast and Prostate Cancer Awareness Seminar as described below:

Unit	Item Description	Quantity	Estimated Total Cost
lot	<p>Catering Services and Other Services for 150 pax</p> <p>Catering Services:</p> <ul style="list-style-type: none"> - A.M Snacks (PhP150.00/pax) - Lunch (PhP 350.00.00/pax) <p>Other Services:</p> <ul style="list-style-type: none"> - Sound System - Tables and Chairs - Decorations - Tokens of Speakers (2) <p><i>Please see attached Scope of Services</i></p>	1	100,000.00
TOTAL			100,000.00

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.

4. The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
5. Quotations must be delivered on or before **14 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
 - Omnibus Sworn Statement

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

Date of Event: October 19, 2019

Venue: Bell House Driveway

Title of Event: Breast and Prostate Cancer Awareness Walk and Talk

Catering Services Menu should include the following for A.M. Snacks:

a. Food:

- Deville Eggs
- Vegetable Salad
- Bite-Size ham and cheese Sandwiches
- Small muffins/ cakes or any pastry
- Other pica-pica snacks

b. Drinks

Water

Juice

Coffee

Catering Services Menu should include the following for Lunch:

- a. Rice
- b. Kare-kare or other meat with vegetable alternatives
- c. Tinola or other alternatives
- d. Dessert alternatives that includes fruits
- e. Water
- f. Juice
- g. Coffee

Specifications for Decorations:

50 light pink balloons – signifying Breast Cancer Awareness

50 light blue balloons – signifying Breast Cancer Awareness

At least 100 balloons more for set-up of stage (Arch)

Light pink and light blue ribbons

Curtains for stage or any alternatives

Elevated stage

Podium

Tables and Chairs with covers for at 150 participants

Photo Booth Stop designed in light pink and light blue

Specifications for Sound System:

Basic Sound and Light System

4 Microphones

Marching Band

Tokens of Speakers:

2 Assorted Baguio City Products in basket wrapped creatively worth 2,000 each

e.g. Ube Jam, Strawberry Jam, Brittle Nuts and other alternatives