

RFQ NO.: 2018-042  
RFQ TYPE: **Goods and Services**

DATE: **22 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 Forty Thousand Pesos (PhP 140,000.00)** for the Procurement of Meals, Venue Rentals and Other Services for Seminar on Anti-Violence Against Women and Children on November 16, 2018 as described below:

Unit	Item Description	Quantity	Estimated Total Cost
pax	Venue Rentals and Other Services for 150pax  Including: <ul style="list-style-type: none"> <li>• AM Snacks @ PhP 150 per pax</li> <li>• Lunch @ PhP 350 per pax</li> </ul> Other Services: <ul style="list-style-type: none"> <li>• Sound System</li> <li>• Tables and Chairs</li> <li>• Decorations</li> <li>• Use of Projector and White Board</li> <li>• Tokens for Two (2) Speakers</li> </ul>	1	140,000.00
<b>TOTAL</b>			<b>140,000.00</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 **28 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) ENGR. BOBBY B. AKIA**  
BAC Vice-Chairperson