

RFQ NO.: 2018-049
RFQ TYPE: Goods and Services

DATE: 3 October 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 **Two Hundred Fifty Thousand Pesos (PhP 250,000.00)** for the Procurement of Room Accommodation, Meals and Function Room for the JHMC Teambuilding Activity CY 2018 on October 28 to 30, 2018 as described below:

UNIT	ITEM DESCRIPTION	QUANTITY	ESTIMATED TOTAL COST
LOT	<p>Room Accommodation, Meals and Function Room</p> <p><i>Day 1 (10 pax)</i> ** Check-in: Room reservation ** Meals: - Lunch: Managed Buffet (Fish, Meat, Vegetable, Unli Rice, Juice, Fresh Fruit) - PM Snacks: (Empanada, Buko Juice) - Dinner: Managed Buffet (Fish, Meat, Vegetable, Unli Rice, Juice, Fresh Fruit)</p> <p>** Function Room: all equipment used for the event</p> <p><i>Day 2 (70 pax)</i> ** Check-in: Room reservation ** Meals: - Breakfast: Managed Buffet (Fish, Egg, Rice, Fried Banana, Coffee/Milo) - AM Snacks: (Tuna Sandwich with Fries, Buko Juice) - Lunch: Managed Buffet (Fish, Meat, Vegetable, Unli Rice, Juice, Fresh Fruit) - PM Snacks: Turon, Sago 't</p>	1	PhP 250,000.00

<p style="text-align: center;"><i>Gulaman</i></p> <ul style="list-style-type: none"> - <i>Dinner: Managed Buffet</i> <i>(Fish, Meat, Vegetable, Unli Rice, Juice, Fresh Fruit)</i> <p>** <i>Function Room: all equipment used for the event</i></p> <p>Day 3 (70 pax)</p> <p>** <i>Meals:</i></p> <ul style="list-style-type: none"> - <i>Breakfast: Managed Buffet</i> <i>(Longganisa, Egg, Dried Fish, Garlic Rice, Coffee/Tea/Chocolate)</i> - <i>AM Snacks: (Tuna Sandwich with Fries, Buko Juice)</i> - <i>Lunch: Managed Buffet (Fish, Meat, Vegetable, Unli Rice, Juice, Fresh Fruit)</i> - <i>PM Snacks: Turon, Sago 't Gulaman</i> - <i>Dinner: Packed-up Meals</i> <i>(Fish, Meat, Vegetable, Unli Rice, Juice, Fresh Fruit)</i> 	
TOTAL	PhP 250,000.00

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 **9 October 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
 - PhilGEPS Registration Number
 - Mayor's/Business Permit
 - Income/Business Tax Return

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) JANE THERESA G. TABALINGCOS
BAC Chairperson