

RFQ NO.: 2018-058
RFQ TYPE: Goods and Services

DATE: 23 November 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 **Five Hundred Thousand Pesos (PhP 500,000.00)** for the Procurement of Services for the Creation of Corporate Profile and Investors' Kit as described below:

Unit	Item Description	Quantity
lot	Creation of Corporate Profile and Investors' Kit; 200 pcs <i>* Please see attached Scope of Works</i>	1

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 **4 December 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
- Notarized 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