

RFQ NO.: 2018-064
RFQ TYPE: Goods and Services

DATE: 3 December 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 **Ninety Thousand Pesos (PhP 90,000.00)** for the Procurement of Catering Services for Ninety (90) pax for the Legal Awareness Seminar/Lecture Series as described below:

Unit	Item Description	Quantity
lot	<p>Procurement of Catering Services for Ninety (90) pax for the Legal Awareness Seminar/Lecture Series</p> <ul style="list-style-type: none"> - <i>Breakfast Menu: Rice with four (4) viands, fresh fruits and coffee/canned juice</i> - <i>AM Snack: Sandwich and canned juice</i> - <i>Lunch Menu: Rice with four (4) viands, dessert, juice or sodas</i> - <i>PM Snack: Sandwich and canned juice or soda</i> <p><i>Note: We discourage the use of Styrofoam and plastic materials</i></p>	1
<i>To be procured by LOT</i>		

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 **11 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
 - PhilGEPS Registration Number
 - Mayor's/ Business Permit
 - 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