

RFQ NO.: 2019-004  
RFQ TYPE: Goods and Services

DATE: 23 January 2019

### REQUEST FOR QUOTATION

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2019 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **One Hundred Ninety-Two Thousand Pesos (PhP 192,000.00)** for the Procurement of Venue Rentals with Catering Services for JHMC Board and Committee Meetings as described below:

Unit	Item Description	Quantity
lot	<p><b>Venue Rental w/ Catering Services:</b></p> <p><u>Breakdown:</u></p> <p><b>1<sup>st</sup> quarter: 1 meeting</b></p> <ul style="list-style-type: none"> <li>• Am snacks (25 pax)</li> <li>• Lunch (25 pax): soup; appetizer/salad; 3 viands; rice; and dessert</li> </ul> <p><b>2<sup>nd</sup> quarter: 2 meetings</b></p> <ul style="list-style-type: none"> <li>• Am snacks (25 pax)</li> <li>• Lunch (25 pax): soup; appetizer/salad; 3 viands; rice; and dessert</li> </ul> <p><b>3<sup>rd</sup> quarter: 2 meetings</b></p> <ul style="list-style-type: none"> <li>• Am snacks (25 pax)</li> <li>• Lunch (25 pax): soup; appetizer/salad; 3 viands; rice; and dessert</li> </ul> <p><b>4<sup>th</sup> quarter: 1 meeting</b></p> <ul style="list-style-type: none"> <li>• Am snacks (25 pax)</li> <li>• Lunch (25 pax): soup; appetizer/salad; 3 viands; rice; and dessert</li> </ul>	1
<b>NOTE: Inclusive of taxes</b>		

**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 **29 January 2019, 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) JANE THERESA G. TABALINGCOS**  
BAC Chairperson