

REI No.: 2019-002

Date: 16 May 2019

**REQUEST FOR THE EXPRESSION OF INTEREST for the  
PROCUREMENT OF CONSULTING SERVICE FOR THE DESIGN, DEVELOPMENT  
AND DEPLOYMENT OF THE JHMC DOCUMENT TRACKING SYSTEM (DTS)**

1. The John Hay Management Corporation (JHMC), through the JHMC Corporate Budget for CY 2019, intends to apply the sum of **Three Hundred Thousand Pesos (PhP 300,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Consulting Service for the Design, Development and Deployment of the JHMC Document Tracking System (DTS). Bids received in excess of the ABC shall be automatically rejected.

Location	Description
Baguio City	Procurement of Consulting Service for the Design, Development and Deployment of the JHMC Document Tracking System (DTS)

2. The JHMC now calls for the submission of proposal for the procurement of Consultancy Services to handle and implement the project. A copy of the Terms of Reference (TOR) is attached hereto for your ready reference (Annex "A").

Interested proponent must submit their quotations/proposals (signed by you or your duly authorized representative) with attached **Professional License/ Curriculum Vitae and all other requirements stated in the TOR** not later than **23 May 2019 (Thursday) at 5:00 PM, as extended** at Cottage 627, John Hay Management Corporation Office Complex, John Hay Special Economic Zone, Loakan Road, Baguio City.

3. The proposals shall contain the following:
  - Profile highlighting related projects;
  - Mayor's/ Business Permit/ BIR Certificate of Registration, in lieu thereof;
  - PhilGEPs Registration Number;
  - Notarized Omnibus Sworn Statement;
  - Professional License/ Curriculum Vitae and
  - Income Tax Return

*Note: Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPs Registration Number*

4. For other details please refer to the attached Terms of Reference (TOR).
5. The JHMC reserves the right to accept or reject any bid, to annul the procurement process, and to reject all proposal at any time prior to contract award, without thereby incurring any liability to the affected proponent.
6. For further information, please refer to:

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Approved for Posting:

**(SGD) JANE THERESA G. TABALINGCOS**  
BAC Chairperson

CON-04