

RFQ NO.: 2019-044
 RFQ TYPE: **Goods and Services**

DATE: 04 July 2019

REQUEST FOR QUOTATION

- 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 **Eighty Thousand Pesos (PhP 80,000.00)** for the Procurement of Venue Rental including Meals and Other Materials for In-House Training for two (2) days as described below:

Unit	Item Description	Quantity
lot	Venue and other materials for in-house training for two (2) days Day 1 – Batch 1 Meals good for 35 pax minimum - AM Snacks @ P150 per pax: pasta or pancit with juice - Lunch @ P300 per pax: (1) meat dish, (1) fish dish, (1) vegetable dish, soup, rice, dessert and drinks - PM Snacks @ P150 per pax: bread with juice Other services - Overflowing coffee and water, sound system, tables and chairs, set-up decorations Day 2 – Batch 2 Meals good for 35 pax minimum - AM Snacks @ P150 per pax: pasta or pancit with juice	1

Unit	Item Description	Quantity
	<ul style="list-style-type: none"> - Lunch @ P300 per pax: (1) meat dish, (1) fish dish, (1) vegetable dish, soup, rice, dessert and drinks - PM Snacks @ P150 per pax: bread with juice <p style="margin-left: 20px;">Other services</p> <ul style="list-style-type: none"> - Overflowing coffee and water, sound system, tables and chairs, set-up decorations 	

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 or emailed on or before **8 July 2019, 5:00 PM** to the address below:

LEA C. QUISOBEN-MAGUILAO, CPA, REA, REB
Head, BAC Secretariat
John Hay Management Corporation
Cottage 624 Basement, Camp John Hay, Baguio City
bac@jhmc.com.ph

6. 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*

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

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