

RFQ NO.: 2019-049
RFQ TYPE: **Goods and Services**

DATE: 17 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 **Three Hundred Thousand Pesos (PhP 300,000.00)** for the Procurement of Lease of Venue (room accommodation, meals, function room and other materials) for the JHMC Team Building as described below:

Unit	Item Description	Quantity
lot	<p>Procurement of Lease of Venue (room accommodation, meals, function room and other materials) for the JHMC Team Building</p> <p>Day 1: 80 pax 2 Delux rooms 10 Rooms – good for sharing Meals: PM Snacks, Dinner Function Room: All equipment to be used for the event</p> <p>Day 2: 80 pax 2 Delux rooms 10 Rooms – good for sharing Meals: Breakfast, Lunch, AM and PM Snacks, Dinner Function Room: All equipment to be used for the event</p> <p>Day 3: 80 pax Meals: Breakfast Check out</p> <p>Other services</p> <ul style="list-style-type: none"> - Overflowing coffee and water, sound system, tables and chairs, set-up decorations 	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 or emailed on or before **23 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
 - 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

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