

RFQ NO.: 2019-050
RFQ TYPE: **Goods and Services**

DATE: 24 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 **One Hundred Fifty Thousand Pesos (PhP 150,000.00)** for the Procurement of Meals, Lease of Venue and Other Materials for the Mandatory Safety Orientation for JHMC Employees as described below:

| Unit | Item Description | Quantity |
|------|--|----------|
| lot | <p>MANDATORY SAFETY ORIENTATION FOR JHMC EMPLOYEES</p> <p>Meals, function room and other materials</p> <p>Day 1: August 15: Breakfast, AM Snack, Lunch, PM Snack (40 participants)</p> <p>Day 2: August 16: Breakfast, AM Snack, Lunch, PM Snack (40 participants)</p> <p>Free flowing coffee, water</p> <p>Use of function room with projector, sound system, laptop</p> | 1 |

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 or emailed on or before **30 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

GDS-042