

RFQ NO.: 2019-051  
RFQ TYPE: **Goods and Services**

DATE: 7 August 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 Eighty-Nine Thousand Pesos (PhP 189,000.00)** for the Procurement of Meals, Lease of Venue and Other Materials for the Quarterly Performance Review of JHMC as described below:

Unit	Item Description	Quantity
lots	<p><b>Venue Rentals Including Meals and Function Room good for 36 pax for the conduct of Quarterly Performance Review of JHMC.</b></p> <p>Three (3) Lots:</p> <ol style="list-style-type: none"> <li><b>1. Breakfast:</b> one (1) meat dish, one (1) meat dish, one (1) vegetable dish, rice, bread of pancakes, desserts: assorted fruits, tea or hot chocolate, overflowing coffee</li>   <li><b>AM Snacks:</b> pastry dishes, fruit juice, bottled water</li>   <li><b>Lunch:</b> one (1) meat dish, one (1) meat dish, one (1) vegetable dish, rice, desserts: fruit salad, fresh fruit juice or iced tea</li>   <li><b>PM Snacks:</b> Filipino kakanin, fruit juice, bottled water</li>   <li><b>Function Room:</b> All equipment used for the event</li>   <li><b>2. Breakfast:</b> one (1) meat dish, one (1) meat dish, one (1) vegetable dish, rice, bread of pancakes, desserts: assorted fruits, tea or hot chocolate, overflowing coffee</li> </ol>	3

Unit	Item Description	Quantity
	<p><b>AM Snacks:</b> pasta, fresh fruit juice, bottled water</p> <p><b>Lunch:</b> one (1) meat dish, one (1) meat dish, one (1) vegetable dish, rice, desserts: assorted fruits, fresh fruit juice or iced tea</p> <p><b>PM Snacks:</b> burger, French fries, fruit juice, bottled water</p> <p><b>Function Room:</b> All equipment used for the event</p> <p><b>3. Breakfast:</b> one (1) meat dish, one (1) meat dish, one (1) vegetable dish, rice, bread of pancakes, desserts: assorted fruits, tea or hot chocolate, overflowing coffee</p> <p><b>AM Snacks:</b> sandwich or burger, tacos, fresh fruit juice, bottled water</p> <p><b>Lunch:</b> one (1) meat dish, one (1) meat dish, one (1) vegetable dish, rice, desserts: fruit salad, fresh fruit juice or iced tea</p> <p><b>PM Snacks:</b> Filipino kakanin, fruit juice, bottled water Function Room: All equipment used for the event</p>	

**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 **12 August 2019, 9:00 AM** 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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