

RFQ NO.: 2019-067
RFQ TYPE: Goods and Services

DATE: 30 October 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 Thousand Pesos (PhP100,000.00)** for the Procurement of Meals, Lease of Venue and Other Materials for the Management Review as described below:

Unit	Item Description	Quantity	Unit price	Total Amount
Lot	<p>Procurement of Meals, Lease of Venue and Other Materials for the Management Review</p> <p><u>Day 1 for 40 pax</u> Breakfast: 1 fish dish, 1 meat dish, one vegetable dish, rice, overflowing coffee, and assorted fruits for dessert AM Snacks: Pastry Dishes, fruit juice Lunch: 1 meat dish, 1 meat dish, 1 vegetable dish, rice, iced tea or fresh fruit juice, and fruit salad for dessert PM Snacks: Filipino kakanin, fruit juice, and bottled water</p> <p>Function Room: All Equipment used for the event</p> <p><u>Day 2 for 80 pax</u> Breakfast: 1 meat dish, 1 meat dish, one vegetable dish, rice, overflowing coffee, and assorted fruits for dessert AM Snacks: Pasta, fruit juice, and bottled water Lunch: 1 meat dish, 1 meat dish, 1 vegetable dish, rice, fresh fruit juice, bottled water, and fruit salad for dessert PM Snacks: Sandwich or burger, tacos, fresh fruit juice, and bottled water</p>	1		

Unit	Item Description	Quantity	Unit price	Total Amount
	<p>Function Room: All Equipment used for the event</p> <p><i>(to be procured by lot)</i></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 November 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

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

7. A **Notarized Omnibus Sworn Statement** shall be submitted by the winning bidder prior to signing of the contract
8. 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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