

RFQ NO.: 2019-068  
RFQ TYPE: **Goods and Services**

DATE: 14 November 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 **Two Hundred Thousand Pesos (PhP200,000.00)** for the Procurement of Meals, Lease of Venue and Other Services for the Violence Against Women and Children (VAWC) on November 29, 2019 as described below:

Unit	Item Description	Quantity	Unit price	Total Amount
Lot	<p><b>Procurement of Meals, Lease of Venue and Other Services for the Violence Against Women and Children (VAWC) on November 29, 2019</b></p> <p><b><u>Meals for 150 pax</u></b></p> <p><b>AM Snacks:</b> Cucumber/Mango/Orange Juice, French fries and Ham-Chicken-Egg Sandwich with TLC, and Bottled Water</p> <p><b>Lunch:</b> Plain rice, Beef, Pork, Fish, Vegetable, Soup, Fruit Salad/Cake/Brownies/Macaroni Salad for Dessert, Cucumber/Mango/Orange Juice, and Bottled Water</p> <p><b>PM Snacks:</b> Pasta Carbonara/Pesto with Bread, Cucumber/Mango/Orange Juice, and Bottled Water</p> <p><b>Other Services and/or Inclusions:</b> -Overflowing Coffee, Sound System -Tokens for 5 Speakers -Cover Reveal Design -Decorations – Stage Design and Table Design -Tables and chairs with covers -Two Tarpaulins One (1),3’x4’, and One (1), 5’x8’</p>	1		

Unit	Item Description	Quantity	Unit price	Total Amount
	-Prizes for Games -Honoraria for 5 speakers -150 Advocacy materials in the form of bookmarks and pens -Gift Certificates for Raffle.  <p style="text-align: center;"><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 **19 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

*GDS 134*