

RFQ NO.: 2019-069
 RFQ TYPE: **Goods and Services**

DATE: 4 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 **Four Hundred Thousand Pesos (PhP 400,000.00)** for the Procurement of Corporate Giveaways as described below:

Unit	Item Description	Quantity
lot	<p>Procurement of Corporate Giveaways</p> <p>88 Pieces GOLF UMBRELLA Specifications: Vented double canopy which allows wind to pass through the vents increasing resistance to wind gusts, two-tone of forest green and black with both the CJH and JHMC logo in it</p> <p>88 Pieces WOODEN USB WITH BOX AND JHMC AND CJH LOGO Specifications: 64gb, OTG Material: wood with box Engravings: JHMC on the USB and CJH logo on the box</p> <p>100 Pieces JACKET Specifications: Material: 100% polyester, Style: casual outdoor jacket, light weight, stand collar, wind and waterproof, windbreaker bomber jacket</p> <p>100 Pieces BAMBOO KIT CUTLERY Specifications: Material: bamboo, Kit Inclusions: 1 spoon, 1 fork, 1 straw, 1 knife, 1 bamboo cleaner</p> <p>50 Pieces WOODEN CUP Specifications: Material: Primitive Handmade natural wood for coffee, tea or juice Capacity: 150ml Size: 14.6cm</p>	1

Unit	Item Description	Quantity
	<p>Color: wood color, should be eco-friendly treated and dried and molds-free</p> <p>100 Pieces TECH ORGANIZER</p> <p>Specifications: With wrap-around, Leather-like Cloth Which Can Fit in a Cellphone, Earphones, Cables, and Plugs. with both CJH and JHMC logo in it</p> <p><i>Please see attached design.</i></p> <p style="text-align: center;">(to be procured by lot)</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
 - 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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