

RFQ NO.: 2019-074
RFQ TYPE: **Goods and Services**

DATE: 11 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 Fifty Pesos (PhP 250,000.00)** for the Procurement of Meals, Lease of Venue and Other Materials for the Public and Media Relations Activity Meeting on December 6, 2019 as described below:

Unit	Item Description	Quantity
Lot	<p>Procurement of Meals, Lease of Venue and Other Materials for the Public and Media Relations Activity Meeting on December 6, 2019</p> <p>Catering Services (135 pax) Buffet Style **Meat, Fish, Rice, Dessert, and Juice With overflowing coffee and drinking water.</p> <p>Additional: -Tokens for 35 media personnel -IT Equipment: Projector, Laptop and Sound System -Physical arrangement and venue decorations</p> <p>Use environment friendly materials.</p> <p style="text-align: center;"><i>(to be procured by lot)</i></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 **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

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