

RFQ NO.: 2020-023
RFQ TYPE: Goods and Services

DATE: 10 March 2020

REQUEST FOR QUOTATION

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2020 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) **Three Hundred Twenty Thousand Pesos (PhP 320,000.00)** for the Procurement of Catering Services for JHMC Board and Committee Meetings in Baguio for CY 2020 as described below:

Unit	Item Description	Quantity
lot	<p><u>Procurement of Catering Services for JHMC Board and Committee Meetings in Baguio for CY 2020</u></p> <p><i>1st quarter: 2 meetings</i> <i>*Am snacks; Lunch: soup, appetizer/salad; 3 viands; rice and desert; and Pm snacks</i></p> <p><i>2nd quarter: 2 meetings</i> <i>*Am snacks; Lunch: soup, appetizer/salad; 3 viands; rice and desert; and Pm snacks</i></p> <p><i>3rd quarter: 2 meetings</i> <i>*Am snacks; Lunch: soup, appetizer/salad; 3 viands; rice and desert; and Pm snacks</i></p> <p><i>4th quarter: 2 meetings</i> <i>*Am snacks; Lunch: soup, appetizer/salad; 3 viands; rice and desert; and Pm snacks</i></p> <p><i>**Catered for 25 persons per meeting;</i> <i>**Inclusive of taxes;</i> <i>**Payment on actual delivery services;</i> <i>**Based on the menu approved by the PCEO; and</i> <i>**Pease do not serve any disposables. (Creamer and sugar should be in serving container.)</i></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.

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 **17 March 2020, 5:00 PM** to the address below:

FLORENCE JOY MALLARE-ABAD, CPA
Head, BAC Secretariat
John Hay Management Corporation
Cottage 625, 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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