

RFQ NO.: 2020-025  
RFQ TYPE: Goods

DATE: 19 March 2020

### REQUEST FOR QUOTATION

- 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) at **Eighty-Two Thousand Three Hundred Twenty Pesos (PhP 82,320.00)** for the Procurement of Assorted Groceries for JHMC Board and Committee Meetings in Baguio City for CY 2020 as described below:

Unit	Item Description	Quantity	Estimated Total Cost
	<b>Procurement of Assorted Groceries for JHMC Board and Committee Meetings in Baguio City for CY 2020</b>		
lot	bottled water, 350 ml per bottle creamer, 200g paper towel, absorbent, boxes assorted soda assorted juices sweetener, box powder chocolate tea, box assorted condiments (catsup, fish sauce, vinegar, soy sauce, hot sauce, salt, etc) Other items (straw, toothpick, paper bags, etc.)  **Inclusive of taxes; **Payment on actual delivery services; and **Please purchase materials that are biodegradable.	960 12 24 720 720 4 8 2 4 4	
<i>Note: To be procured by LOT</i>			

**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.

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 on or before **21 April 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  
E-mail: 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. 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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