

RFQ NO.: 2020-026
RFQ TYPE: **Goods and Services**

DATE: 19 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) **Two Hundred Thousand Pesos (PhP 200,000.00)** for the Procurement of Venue, Meals and Other Materials for Quarterly Performance Review CY 2020 as described below:

Unit	Item Description	Quantity
lot	<p>Attendees: 40 pax</p> <p>A. 1st Quarter (1 day)</p> <p>1. Breakfast: buffet</p> <p>2. AM Snacks: pizza, potato fries, fresh fruit juice</p> <p>3. Lunch: one meat dish, one fish dish, one vegetable dish, soup, rice, dessert: assorted fruits, drinks: fresh fruit juice/iced tea</p> <p>4. PM Snacks: halo-halo/ice cream dishes, fresh fruit juice</p> <p>5. Overflowing coffee and tea; with pica-pica</p> <p>6. Function Room: all equipment used for the event</p> <p>B. 2nd Quarter (1 day)</p> <p>1. Breakfast: buffet</p> <p>2. AM Snacks: burger, potato fries, fresh fruit juice</p> <p>3. Lunch - one meat dish, one fish dish, one vegetable dish, soup, rice, dessert: pastries, drinks: fresh fruit juice/iced tea</p> <p>4. PM Snacks: Filipino kakanin, fresh fruit juice</p> <p>5. Overflowing coffee; with pica-pica</p> <p>6. Function Room: all equipment used for the event</p> <p>C. 3rd Quarter (1 day)</p> <p>1. Breakfast: buffet</p> <p>2. AM Snacks: sandwich, sweet potato fries, fresh fruit juice</p> <p>3. Lunch - one meat dish, one fish dish, one vegetable dish, soup, rice, dessert: assorted fruits, drinks: fresh fruit juice/iced tea</p>	1

Unit	Item Description	Quantity
	4. PM Snacks: fish and chips, fresh fruit juice 5. Overflowing coffee; with pica-pica 6. Function Room: all equipment used for the event D. 4th Quarter (1 day) 1. Breakfast: buffet 2. AM Snacks: fish and chips, fresh fruit juice 3. Lunch - one meat dish, one fish dish, one vegetable dish, soup, rice, dessert: assorted fruits, drinks: fresh fruit juice/iced tea 4. PM Snacks: Filipino kakanin, fresh fruit juice 5. Overflowing coffee; with pica-pica 6. Function Room: all equipment used for the event	
<i>To be procured by lot</i>		

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 **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
 Email: bac@jhmc.com.ph

6. The proposal/s shall contain the following:

- Proposal
- Mayor's/ Business Permit
- PhilGEPS Registration Number
- 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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