

RFQ NO.: 2020-032
 RFQ TYPE: **Goods and Services**

DATE: 27 April 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) **Three Hundred Twenty Thousand Pesos (PhP 320,000.00)** for the Procurement of BOD Representation Expenses as described below:

Unit	Item Description	Quantity
lot	<p><u>Procurement of BOD Representation Expenses (2nd Quarter to 4th Quarter) – 8 meetings</u></p> <p>Breakdown: AM snacks Lunch: soup; appetizer/ salad; 3 viands; rice; desert PM snacks</p> <p>**Catered for 25 persons per meeting **Inclusive of taxes **Payment on actual delivery of services **Based on the menu approved by the PCEO; and **Please do not serve any disposables. (Creamer and sugar should be in serving container)</p>	1
<i>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.
- 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.
- Quotations must be delivered or emailed on or before **19 May 2020, 5:00 PM** to the address below:

FLORENCE JOY MALLARE-ABAD
Head, BAC Secretariat
John Hay Management Corporation
Cottage 625, Camp John Hay, Baguio City
E-mail address: bac@jhmc.com.ph

6. The proposal/s shall contain the following:
- Proposal
 - Mayor's/ Business Permit
 - PhilGEPS Registration Number

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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