

RFQ NO.: 2020-052  
 RFQ TYPE: **Goods and Services**

DATE: 7 October 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) **Ninety-Six Thousand Pesos (PhP 96,000.00)** for the Procurement for Printing of SEZAD Permits as described below:

Unit	Item Description	Quantity
lot	<b><u>Procurement for Printing of SEZAD Permits</u></b>	<b>1</b>
	<b>PERMIT TO BRING IN / PERMIT TO BRING OUT</b> <u>Permit to Bring In (PBI) - 50 Pads</u> <u>*150 leaves per pad size Legal carbonized</u>  <u>Permit to Bring Out Temporary Transfer (PBO-TT) - 20 Pads</u> <u>*150 leaves per pad size Legal carbonized</u>  <u>Permit to Bring Out Local Articles (PBO-LA) - 20 Pads</u> <u>*150 leaves per pad size Legal carbonized</u>  <u>Permit to Bring Out Imported Articles (PBO-IA) - 5 Pads</u> <u>*150 leaves per pad size Legal carbonized</u>  <u>Permit to Bring Out Tax Exempt Vehicle from the JHSEZ (PBO-TEV) - 5 Pads</u> <u>*150 leaves per pad size Legal carbonized</u>	
	<b>GATEPASS</b> Gate Pass (GP) - 50 Pads *150 leaves per pad size A4 carbonized	

Unit	Item Description	Quantity
	<b>PERMIT FEES EXPENSE</b>	
	Application for Import Permit (AIP) - 5 pads *150 leaves per pad size A4 carbonized	
	Declaration of Admission of Articles to JHSEZ (DAA) - 5 pads *150 leaves per pad size A4 carbonized	

**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 **13 October 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  
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:

  
**JANE THERESA G. TABALINGCOS**  
BAC Chairperson

GDS 112