

RFQ NO.: 2020-055  
RFQ TYPE: Goods

DATE: 24 September 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) at **One Hundred Thousand Pesos (PhP 100,000.00)** for the Procurement of Various Office Supplies for SEZAD Client as described below:

Unit	Item Description	Quantity	Estimated Total Cost
Unit	<b><u>OFFICE TABLE</u></b> <u>Modern Double Wood Computer Desk</u> * <u>With Steel Frame</u> * <u>With storage shelves/drawers</u> * <u>With writing desk</u>	2	
Unit	<b><u>OFFICE CHAIR</u></b> <u>Office or Computer Chair</u> * <u>Black Color</u> * <u>Ergo dynamic</u> * <u>With arm rest</u>	3	
Unit	<b><u>OFFICE CHAIR</u></b> <u>Deluxe Metal Gang Chair</u> * <u>Ergo dynamic</u> * <u>4 seater</u>	2	
Unit	<b><u>OFFICE TABLE</u></b> <u>Rectangular Fold in half Multi Purpose Folding Plastic Table</u> * <u>6 ft.</u> * <u>White Color</u>	3	
bundle	<b><u>PVC Card</u></b> <b><u>Printable ID PVC CARD</u></b> * <u>50 pcs. per set</u>	55	
pcs	<b><u>PVC Card Ink Ribbon</u></b> <u>IDP YMCKO Full-Color Ribbon with Overlay Panel for SMART-51 &amp; SMART-31 Printer Series Only</u> * <u>Approximately 250 cards.</u> * <u>Full-color with resin black</u> * <u>Comes with cleaning rolle</u>	10	
<b>Note: To be procured by LOT</b>			

**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 on or before **6 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. 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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