

RFQ NO.: 2020-063
RFQ TYPE: Goods

DATE: 08 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) at **One Hundred Forty-Nine Thousand Seven Hundred Seventy-Seven and 73/100 Pesos (PhP 149,777.73)** for the Procurement of Various Office supplies for JHMC use as described below:

Unit	Item Description	Quantity
pc	Ballpen With String	53
pack	Battery AAA, rechargeable	4
pc	Binder, Ibico, 1"	60
ream	Bond Paper, A3, 80 GSM	6
ream	Bond Paper, A4 - PPC	400
pc	Correction Tape YAMAYO	10
pc	Envelope, Expandable, long	200
pc	Pencil Lead with eraser	48
pc	Photo paper	30
pc	Signpen, blue	360
bottle	Stamp Pad Ink, black	3
roll	Tape, Double sided tape, 1 inch	2
pack	Battery AAA, ordinary	30
pack	Trash bag	65

Unit	Item Description	Quantity
bottle	Toilet bowl and urinal cleaner	5
box	Tissue paper-kleenex	5
pack	Coffee 3 in 1	50
bottle	Soap Liquid	24
kilo	Sugar – Brown	32
pack	Ground Coffe , 1 kg	9
item	Coffee capsule for mini coffee machine	10
pack	Creamer, 200 grams	35
capsule	Mefenamic acid	60
tablet	Cetirizine 10mg (Antihistamine)	20
pack	Sticker paper, white, A4	2
piece	TONER CARTRIDGE HP26A, BLACK LSERJET	2

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 **20 October 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
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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