

RFQ NO.: 2020-078
RFQ TYPE: **Goods and Services**

DATE: 26 November 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) **Five Hundred Thousand Pesos (PhP 500,000.00)** for the Procurement of Catering and Services for event coverage: JHMC Year-End Activity CY 2020, as described below:

Item Description
<p>Catering and Services for event coverage: JHMC Year-End Activity CY 2020</p> <p>Specifications: Specifications:</p> <ul style="list-style-type: none">• Lunch for 100 pax• Materials and Other Supplies: board papers, ribbons, frames• Giveaways for the model employee awardees: 25 bayongs with the following contents: 5 kgs rice, 12 canned goods, 2 packs of 100g coffee, 2 packs of bread, 2 boxes of fresh milk, 12 packs noodles, 2 kilos sugar, 1 pc of ham (round), 1 tray of eggs, 1 box of vitamin c, 1 bottle of hand wash, 1 pack of candles, 1 pack of match sticks, 1 box of face mask, 1 box gloves, 6 rolls of tissue, 1 gallon of alcohol, 5 pcs of face shield and 300 load allowance• Items for the Thanksgiving Mass: Stipend for the Priest and Choir, Chapel rental• Offerings: Fruits and Flowers, Candles, Host and Mompog
<p><i>To be procured by lot</i></p>

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 **8 December 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
 - 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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