

RFQ NO.: 2021-013  
RFQ TYPE: **Goods**

DATE: **15 April 2021**

### REQUEST FOR QUOTATION

- The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2021 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **Fifty-Five Thousand Pesos (PhP 55,000.00)** for the Procurement of Office Supplies for JHMC Office Use as described below:

Unit	Item Description	Quantity
Unit	Drum Cartridge - Brother HL-6400DW drum unit	5
Unit	Computer Mouse - Connection type: 2.4 Ghz wireless - Mouse Weight: 70.5g with battery - Mouse (heightxwidthxdepth): 97.7 mm x 61.5 mm x 35.2 mm - Color: Grey/Black	3
Unit	Desk tray - 3 layer metal tray stackable paper tray metal mesh desktop file organizer - Size: 34x25x8 cm / 13.39 x 9.84 x 3.15 inch - Color: Black	7
<i><b>Note: To be procured by LOT</b></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.

5. Quotations must be delivered on or before **27 April 2021, 5:00 PM** to the address below:

**ATTY. RUTH MAUREEN C. RILLON**

Head, BAC Secretariat  
John Hay Management Corporation  
John Hay Special Economic Zone  
Baguio City  
Mobile Number: 0917 507 0736  
Email address: [bac@jhmc.com.ph](mailto: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. 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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