

RFQ NO.: 2021-018  
RFQ TYPE: Goods

DATE: 18 May 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 **One Hundred Seventy-Eight Thousand Six Hundred Eighty-Five Pesos (PhP 178,685.00)** for the Procurement of Office supplies for JHMC Office use for 3rd Quarter CY 2021 as described below:

Unit	Item Description	Quantity
Gallon	Alcohol - 70% solution, antiseptic disinfectant	15
Pack	Creamer, 200 grams	25
Gallon	Dishwashing Liquid - Lemon Scent with antibacterial formula	20
Can	Disinfectant Spray, 500 ml	50
Item	Insecticide, 600 ml - multi insects killer water based	20
pack	Trash bag - XL, Black	25
Pack	Tissue Paper, 12 rolls per pack	40
Box	Tissue paper- facial - premium facial tissue 190 pulls	30
Bottle	Toilet bowl and urinal cleaner, 500 ml	25
Box	Face Mask - 3-layer disposable surgical face mask (50 pcs) per box - Color: Light blue - Size: Approx. 16.8 x9.3 cm	10
Pack	Ground Coffee , 1 kg	30
Pack	Cotton balls - 100% cotton (300 cotton balls) per pack	2

Unit	Item Description	Quantity
pack	Battery AAA, ordinary - 3 pcs per pack	50
ream	Bond Paper – long - 70 gsm 500 sheets per ream	50
ream	Bond Paper, A3, 80 GSM - 70 gsm 500 sheets per ream	25
Ream	Bond Paper, A4 – PPC - 70 gsm 500 sheets per ream	400
piece	Correction Tape - Size: 5mm x 30m, big	10
piece	Post-it-flag - size: 25x 43 mm - Color: blue, green, red, yellow - packaging size: 50 flags per pack	25
roll	Tape, Scotch , 1" , 24mm	15
piece	Note Pad, (3"x4") - Color: assorted colors,100 sheets per pad	25
roll	Tape, Double sided tape, 1 inch	5
pack	Clear Sheets Protector, Legal - 100's per pack	10
kilo	Sugar - Brown	30
piece	Ball point Pen, Blue	84
bottle	Liquid Hand Soap, 450 ml	20
box	Paper Clip, 33 mm gem type	20
<b>Note: To be procured by LOT</b>		

**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.

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 **25 May 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

*GDS-22/ Shopping 52.1 (b)*