

RFQ NO.: 2021-043
RFQ TYPE: **Goods and Services**

DATE: 7 October 2021

REQUEST FOR QUOTATION

1. 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) **Ninety-Five Thousand Pesos (PhP 95,000.00)** for the Representation and venue services for EMS- related events, training program, environment management campaigns and EMS - related meetings as described below:

Unit	Item Description	Quantity
lot	<p><u>Representation and venue services for EMS- related events, training program, environment management campaigns and EMS - related meetings.</u></p> <ol style="list-style-type: none"> 1. Actual Surveillance Audit for 100 pax (Lunch, AM and PM Snacks) 2. EMS Management Review for 30 pax (Lunch, AM and PM Snacks) 3. Evaluation and closing of the audit for 12 pax (Heavy Snacks) 4. Internal audit per unit/ session for 100 pax (Heavy Snacks) <p><i>(Lunch: Three viands of any of the following- one vegetable, one pork/ beef dish, one fish dish with soup and dessert either sweets of fruits)</i> <i>Provision of overflowing coffee and tea during the entire session</i> <i>Please do not use non-environmentally acceptable products for the entire session such as plastic straw, plastic cups and plastic stirrers.</i></p>	1

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 **19 October 2021, 5:00 PM** to the address below:

DARWIN C. PEREZ

Head, BAC Secretariat
John Hay Management Corporation
John Hay Special Economic Zone
Baguio City
Mobile Number: 0998 597 5163
Email address: 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. 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

GDS-16/SVP