

RFQ NO.: 2021-044
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) **Three Hundred Thousand Pesos (PhP 300,000.00)** for the Procurement of Goods and Services for the JHMC Year End Activities as described below:

Unit	Item Description	Quantity
lot	<p><u>Procurement of Goods and Services for the JHMC Year End Activities</u></p> <ol style="list-style-type: none"> 1. 10 packs board paper for the certificates for service awardees and employees recognition 2. 30 frames for the certificates for service awardees and employees recognition 3. Service fee and materials for the thanksgiving mass: 2 fruits of baskets for offertory, 2 bouquet of flowers, 2 candles 4. 30 packed lunch (2 viand, rice and juice) for onsite attendees and 70 packed goodies (cookies and bread) for online attendees 5. Medical supplies to be given to 5 schools: 5 gallons of alcohol, 10 boxes of face mask, 10 boxes of vitamin C, 50 boxes of face shield 6. Raffle items for the online thanksgiving program: 20 noche buena baskets 1 piece ham, 2 boxes of cream, 2 cans of fruit cocktail, 1 kilo macaroni, 1 pack tomato sauce, 1 box cheese, 2 cans condense milk, 1 bottle mayonnaise, 1 kilo pasta, 2 boxes fresh milk, 1 piece keso de bola 	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-108/SVP