

RFQ NO.: 2021-048
RFQ TYPE: **Goods**

DATE: **7 October 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 Ninety-Eight Thousand Six Hundred Fifteen Pesos (PhP 198,615.00)** for the Procurement of Office Supplies for 4th Quarter CY 2021 as described below:

Unit	Item Description	Quantity
	Wrapped in packed in an eco-friendly wrapper.	
bottle	Alcohol	25
pack	Coffee 3 in 1	25
pack	Creamer	25
gallon	Dishwashing Liquid	15
can	Disinfectant Spray	25
can	Insecticide, 600 ml	10
bottle	Liquid Hand Soap	25
kilo	Sugar - Brown	20
pack	Trash bag	50
pack	Tissue Paper, Roll	10
box	Tissue paper-Facial	20
bottle	Toilet bowl and urinal cleaner	25
piece	Face Mask	500
pack	Ground Coffe , 1 kg	35

Unit	Item Description	Quantity
capsule	Loperamide	40
capsule	Mefenamic acid	40
tablet	Paracetamol, Rapidol	50
pack	Battery AAA, ordinary	70
piece	Battery AA, ordinary	70
ream	Bond Paper - long	25
ream	Bond Paper, A3	35
ream	Bond Paper, A4	150
piece	Envelope, Expandable, long	100
bottle	Glue, all purpose 300 g	5
piece	Post-it-flag	25
piece	Signpen, blue	180
piece	Signpen, Red	12
piece	Stamp pad	5
roll	Tape, Double sided tape, 1 inch	5
roll	Tape, Scotch , 1" , 24mm	15
piece	Gel Pen, Retractable Roller, Blue (uniball, 1.0)	60
piece	Note Pad, (3"x4")	25
piece	Parchment Paper, A4, multipurpose, 80 gsm, 100s/pack	5
piece	Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design	20

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 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. 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)