

RFQ NO.: 2022-006
RFQ TYPE: **Goods and Services**

DATE: 18 February 2022

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 Thousand Pesos (PhP 170,000.00)** for **Procurement of lease of venue including meals, materials and other services for the conduct of the JHMC Performance and QMS Management Reviews CY 2022** as described below:

Unit	Item Description	Quantity
lot	<p>Procurement of lease of venue including meals, materials and other services for the conduct of the JHMC Performance and QMS Management Reviews CY 2022 good for 45 pax for 4 meetings</p> <p>A. DAY 1</p> <p>1. Function Room and all equipment to be used</p> <p>2. Meals</p> <p style="padding-left: 20px;">a. Overflowing coffee</p> <p style="padding-left: 20px;">b. Pica-pica</p> <p style="padding-left: 20px;">c. AM Snacks: pastry dishes, fruit juice, bottled water)</p> <p style="padding-left: 20px;">d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one fish dish, rice, dessert: assorted fruits, drinks: soda and bottled water</p> <p style="padding-left: 20px;">e. PM Snacks: Filipino kakanin, fresh fruit juice, bottled water</p> <p>3. Other materials to be used</p> <p>B. DAY 2</p> <p>1. Function Room and all equipment to be used</p> <p>2. Meals</p> <p style="padding-left: 20px;">a. Overflowing coffee</p> <p style="padding-left: 20px;">b. Pica-pica</p> <p style="padding-left: 20px;">c. AM Snacks: pasta dish, fruit juice, bottled water</p> <p style="padding-left: 20px;">d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one fish dish, rice, dessert: assorted fruits, drinks: soda and bottled water</p>	1

Unit	Item Description	Quantity
	<p style="margin-left: 40px;">e. PM Snacks: Filipino kakanin, fresh fruit juice, bottled water</p> <p>3. Other materials to be used</p> <p>C. DAY 3</p> <p>1. Function Room and all equipment to be used</p> <p>2. Meals</p> <p style="margin-left: 40px;">a. Overflowing coffee</p> <p style="margin-left: 40px;">b. Pica-pica</p> <p style="margin-left: 40px;">c. AM Snacks: pastry dishes, fruit juice, bottled water)</p> <p style="margin-left: 40px;">d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one fish dish, rice, dessert: assorted fruits, drinks: soda and bottled water</p> <p style="margin-left: 40px;">e. PM Snacks: Filipino kakanin, fresh fruit juice, bottled water</p> <p>3. Other materials to be used</p> <p>D. DAY 4</p> <p>1. Function Room and all equipment to be used</p> <p>2. Meals</p> <p style="margin-left: 40px;">a. Overflowing coffee</p> <p style="margin-left: 40px;">b. Pica-pica</p> <p style="margin-left: 40px;">c. AM Snacks: pasta dish, fruit juice, bottled water</p> <p style="margin-left: 40px;">d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one fish dish, rice, dessert: assorted fruits, drinks: soda and bottled water</p> <p style="margin-left: 40px;">e. PM Snacks: Filipino kakanin, fresh fruit juice, bottled water</p> <p>3. Other materials to be used</p>	

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 **1 March 2022, 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
 - Mayor's/ Business Permit
 - PhilGEPS Registration Number
 - Income/Business Tax Return

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-108/LRPV