

RFQ NO.: 2022-007
RFQ TYPE: Goods

DATE: 24 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 2022 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **Sixty-Seven Thousand Seven Hundred Forty-Five Pesos (PhP 67,745.00)** for the Procurement of Office Supplies for the First (1st) Quarter of CY 2022 as described below:

Unit	Item Description	Quantity
box	Acetate, ordinary	2
piece	Ballpen With String	25
piece	Cutter,HD	12
box	Data File Box, Large	21
piece	Eraser, whiteboard	5
bottle	Glue, all purpose 300 g	5
box	Index Tab	9
box	Paper Clip, 33 mm gem type	6
box	Paper Fastener, non-rust metal, 25mm	6
pair	Scissor	10
piece	Signpen, black	24
piece	Signpen, Red	12
piece	Stamp pad	7
bottle	Stamp Pad Ink, black	9
piece	Note Pad, (3"x4")	24
piece	Parchment Paper, A4, multipurpose, 80 gsm, 100s/pack	50
set	Sticker paper, white, A4	3
piece	Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design	12
gallon	Alcohol	20
pack	Creamer	25
pack	Detergent Powder , 500g/pack	5
can	Disinfectant Spray	15

Unit	Item Description	Quantity
can	Insecticide, 600 ml	10
box	Rubber gloves	7
bottle	Liquid Hand Soap	15
kilo	Sugar - Brown	25
bottle	Toilet bowl and urinal cleaner	10
pack	Ground Coffe , 1 kg	12
box	Band aid	2
tablet	Paracetamol, Rapidol	20
tablet	Cetirizine 10mg (Antihistamine)	10
tablet	Neozep	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 **8 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
- 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 14/Shopping 52.1 (b)