

RFQ NO.: 2022-014
RFQ TYPE: Goods

DATE: **21 March 2022**

REQUEST FOR QUOTATION

1. 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 **One Hundred Thirty Thousand Eight Hundred Seventy-Five Pesos (PhP 130,875.00)** for the Procurement of Office Supplies for the Second (2nd) Quarter of CY 2022 as described below:

Unit	Item Description	Quantity
ream	Bond Paper – long (sub20, 70 gsm)	25
ream	Bond Paper, A4 (sub20, 70 gsm)	100
piece	Envelope, Expandable, long (brown)	200
piece	Folder Long, Expandable (Blue:100 pcs, White:100 pcs)	200
bottle	Glue, all purpose 300 g	5
box	Index Tab (5 sets p/ box)	20
box	Paper Fastener, non-rust metal, 25mm (50 sets p/box)	10
piece	Post-it-flag (47"x 1.7 inches, Color: blue, green, yellow, orange, red)	13
roll	POS Printer Receipt Paper (76mm)	50
piece	Signpen, black (0.3mm)	36
bottle	Stamp Pad Ink, black (30ml)	9
piece	Stapler, Heavy Duty, HD-50R with Remover Use Max Staples No.3 (24/6) No.35 (26/6)	5
roll	POS Ink Ribbon (Purple, Size: 13mm X 6m Premium Nylon Ribbon for Epson ERC 30/34/38, Model:N636PE)	20
piece	Note Pad, (3"x3"), Assorted colors 100 sheets p/pack	30
piece	Parchment Paper, A4, multipurpose, 80 gsm, 100s/pack (8.5x11 green 10 sheets p/pack, 90 gsm)	50
set	Sticker paper, white, A4, 10 sheets p/ pack	3
piece	Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design	12
piece	Clipboard (legal size 9"x15.5" brown wooden high quality)	10
pack	Coffee 3 in 1	30
pack	Creamer,200 grams	30
pack	Detergent Powder , 500g/pack	2
gallon	Dishwashing Liquid (3.5L Calamansi Scent)	12
can	Insecticide, 500 ml (Multi-Insect Killer)	5
piece	Rubber gloves	200
bottle	Liquid Hand Soap (Floral Pink w/ Aloe, 225 ml, Antibacterial)	15
kilo	Sugar - Brown	30
box	Tissue paper-Facial (2 ply, 190 sheets p/box)	20
bottle	Toilet bowl and urinal cleaner, 500 ml	12
pack	Ground Coffe , 1 kg	15
pack	Natural Green Tea, 100 tea bags p/ box 200g	5
pack	Choco Drink sachet	15
box	Band aid, 100 pcs p/ box	5

Unit	Item Description	Quantity
bottle	betadine solution, Povidone-iodine wound solution 60 ml 10% antiseptic	3
pack	Cotton balls, 300 balls	3
set	medical Kit (with 1 bandage 2"x 5 yards 1 bandage 3"x 5 yards 1 plaster 2 sterile Gauze rolls & pads 1 adhesive tape 1 hot & cold pack 1 thermometer cotton balls face mask 1 sterile gloves (vinyl or plastic) 1 betadine solution 1 surgical scissor 1 tweezer safety pins)	5
tablet	Cetirizine 10mg (Antihistamine)	30
piece	Burn Ointment 15 g	3
bottle	Light Cyan ,70 ml (for Epson L805 printer)	5
bottle	Light Magenta ,70 ml (for Epson L805 printer)	5

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 **29 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

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)