

RFQ NO.: 2022-018  
 RFQ TYPE: **Goods and Services**

DATE: 6 April 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) **One Hundred Sixty-Five Thousand Pesos (PhP 165,000.00)** for the **Procurement of Meals for various EMS related events meetings and training** as described below:

Unit	Item Description	Quantity
lot	<p>Meals served during various EMS related activities, events and campaigns:</p> <p>Lunch to be served for the various activities: one meat and fish dish with soda drinks and dessert.</p> <ol style="list-style-type: none"> <li>Clean up-drive ( Environmental week/Earth Month April) for 50 pax</li> <li>In House Training on Water Treatment Operations for 25 pax</li> <li>IEA Team planning and audit proper for 40pax</li> <li>Internal EMS Audit for units for 120pax</li> <li>Internal Audit Proper for EMS Committee for 45 pax</li> </ol> <p>EMS related meetings for Certification of ISO 14001:2015 AM, PM Snacks and Lunch soda drinks and dessert for the following sessions:</p> <ol style="list-style-type: none"> <li>EMS Management Planning 40 pax</li> <li>EMS Management Review 40 pax w/ consumable sweets</li> <li>Third Audit Party 100 pax w/ consumable sweets</li> </ol> <p>To include set up and delivery services. Please do not use non-environmentally acceptable products such as straws, plastic cups, and plastic stirrers during the entire event.</p>	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 April 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](mailto: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-38/SVP*