

RFQ NO.: 2022-020  
RFQ TYPE: Goods and Services

DATE: 6 April 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) **Three Hundred Thousand Pesos (PhP 300,000.00)** for the **Procurement of Corporate Email System and Collaborative Application Software** as described below:

Unit	Item Description	Quantity
lot	<b>Procurement of Corporate Email System and Collaborative Application Software</b>  -60 accounts for Business Starter Edition: 1 year Subscription (May 11, 2022 to May 10, 2023)  -12 accounts for Business Standard Edition: 1 year Subscription (May 11, 2022 to May 10, 2023)  -With re-orientation/training to JHMC Board of Directors (BOD) and employees	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-32/SVP*