

RFQ NO.: 2022-034  
RFQ TYPE: **Goods and Services**

DATE: 29 June 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 **One Hundred Thousand Pesos (PhP 100,000.00)** for **Procurement of venue rentals including meals, services, equipment and other materials used in the conduct of the JHMC CY 2022 Department Planning** as described below:

Unit	Item Description	Quantity
lot	<p><b>Procurement of venue rentals including meals, services, equipment and other materials used in the conduct of the JHMC CY 2022 Department Planning, good for 35 pax for two (2) days meeting.</b></p> <p><b>A. DAY 1</b></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 (1) fish dish, one (1) vegetable dish, rice, dessert: assorted fruits, drinks: soda and bottled water</p> <p style="padding-left: 20px;">e. PM Snacks: Filipino Kakanin, fruit juice, bottled water</p> <p>3. Other materials to be used</p> <p><b>B. DAY 2</b></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 (1) fish dish, one (1) vegetable dish, rice, dessert: assorted fruits, drinks: soda and bottled water</p> <p style="padding-left: 20px;">e. PM Snacks: Filipino Kakanin, fruit juice, bottled water</p> <p>3. Other materials to be used</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 **5 July 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
  - 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-131/LRPV*