

RFQ NO.: 2022-031
RFQ TYPE: Goods

DATE: 16 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 Twenty-Six Thousand Four Hundred Nine Pesos (PhP 126,409.00)** for the Procurement of Office and Other Supplies for the 3rd Quarter CY 2022 as described below:

Unit	Item Description	Quantity
Box	Acetate, ordinary	3
Piece	Ballpen Blue, Ordinary, Pen Tip Size (0.7 mm)	60
Piece	Ballpen With String, table top pen with string blue	25
Piece	Battery AA, 4 pcs per pack, alkaline battery	48
Piece	Binder, Ibico, 1", BLACK	75
Piece	Binder, Ibico 3/4", BLACK	75
Piece	Envelope, Expandable, long	200
Box	Index Tab	50
Piece	Paper Fastener screw 2"	100
Piece	Pencil Lead with eraser – Brite, Yellow Pencil with eraser #002	36
Piece	Post-it-flag, 47"X 1.7 INCHES (BLUE, GREEN, RED)	20
Piece	Signpen, blue, Liquid ink free liner, 0.5mm with non-slip rubber grip with metal clip	120
Piece	Stapler, HD HD-50R with Remover Use Max Staples No.3 (24/6) No.35 (26/6)	5
Roll	Tape, Scotch , 1" , 24mm	10
Pack	Battery AA, rechargeable, 2 pcs per pack, 2000mAh	10
Piece	Gel Pen, Retractable Roller, Blue (uniball, 1.0)	24
Set	Special Paper, A4 , Board, 10 sheets per pack, White, vellum type 220GSM	50
Set	Sticker paper, white, A4	3
Piece	Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design ,TZE TAP, BLACK ON WHITE TAPE	12
Pack	Coffee 3 in 1, 10 PCS PER PACK	25

Unit	Item Description	Quantity
Pack	Creamer	25
Gallon	Dishwashing Liquid, 3.5 L, Calamansi Scent	5
Bottle	Liquid Hand Soap, 500 ML, Mild Scented Bactericidal/Germicidal property	15
Kilo	Sugar - Brown	15
Pack	Tissue Paper, Roll	72
Box	Tissue paper-Facial, 2-PLY, 190 SHEETS	20
Piece	Face Mask	500
Pack	Ground Coffe, 1 KILO P/ PACK	50
Pack	Choco Drink sachet, CEREAL DRINK SACHET, 10 PCS P/ PACK	25
Tablet	Paracetamol, Biogesic	50
Tablet	Cetirizine 10mg (Antihistamine)	50

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 **28 June 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:


OVPCOO-BAC-202206-595
06-16-2022
JANE THERESA G. TABALINGCOS
BAC Chairperson

GDS-14/Shopping 52.1 (b)