

RFQ NO.: 2022-044
RFQ TYPE: Goods

DATE: 18 August 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 Forty-Five Thousand Five Hundred Three Pesos (PhP 145,503.00)** for the Procurement of Office and Other Supplies for 4th Quarter CY 2022 as described below:

Unit	Item Description	Quantity
box	Acetate transparency film, A4 (100 sheets per pack)	6
piece	Ballpen Blue, Ordinary (Pen Tip Size: 0.7 mm)	36
piece	Ballpen With String (table top pen with string, color: blue)	60
pack	Battery AAA, Heavy duty (alkaline batteries 4 pcs per pack)	20
ream	Bond Paper, A4	50
piece	Cutter, HD	6
box	Data File Box, Large	25
piece	Envelope, Expandable, long	200
piece	Eraser, rubber	10
piece	Folder Long, Expandable (WHITE)	200
box	Index Tab (5 SETS PER BOX)	10
piece	Notebook, stenographers (60 leaves)	15
piece	Post-it-flag (20 flags per color, Assorted Primary Colors (blue, red, green and etc.) 0.47 in x 1.7 in)	50
roll	POS Printer Receipt Paper	30
piece	Signpen, blue (Liquid ink free liner, 0.5mm with non-slip rubber grip with metal clip)	48
piece	Stapler, HD (HD-50R with Remover, Use Max Staples No.3 (24/6) No.35 (26/6))	5
piece	Gel Pen, Retractable Roller, Blue (uniball, 1.0)	24
piece	Note Pad, (3"x3")	24
set	Sticker paper, white, A4	5
piece	Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design	24
piece	Clipboard (legal size 9"x15.5", brown, wooden, high quality)	5
bottle	Alcohol (3.8 LITERS)	30
pack	Coffee 3 in 1 (10 PCS PER PACK)	30
pack	Creamer	45
gallon	Dishwashing Liquid	15
can	Disinfectant Spray, 400-550 grams	10
can	Insecticide, 500 ml (MULTI-INSECT KILLER)	6
bottle	Liquid Hand Soap (500 ML MILD-SCENTED)	30
kilo	Sugar - Brown	15
bottle	Toilet bowl and urinal cleaner, 500 ml (ULTRA THICK BLEACH)	20
pack	Ground Coffe , 1 kg	12
pack	Cereal Drink Sachet (10 PCS PER PACK VANILLA FLAVOR)	30

Unit	Item Description	Quantity
capsule	Loperamide	50
capsule	Mefenamic acid	50
tablet	Paracetamol, Biogesic	30
tablet	Cetirizine 10mg (Antihistamine)	30
tablet	Neozep	30
piece	Small Plastic Envelopes(Assorted colors) (270 cm x 150cm)	5
piece	Scotch Magic tape 12mmx25mm	5
ream	Bond Paper, Long, Blue (500 sheets per ream)	2

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 **30 August 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:

(SGD.) JANE THERESA G. TABALINGCOS
BAC Chairperson

GDS-14/Shopping 52.1 (b)