

RFQ NO.: 2022-062
RFQ TYPE: Goods and Services

DATE: 27 October 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) **Four Hundred Fifty Thousand (PhP 450,000.00)** for the **Procurement of Goods and Services for the Conduct of JHMC Year End Activities** as described below:

Unit	Item Description	Quantity
Procurement of Goods and Services for the Conduct of JHMC Year End Activities		
Lot	<i>Please see the attached Specifications</i>	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 **16 November 2022, 9:00 AM** 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
 - Mayor's/ Business Permit
 - PhilGEPS Registration Number

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 the 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 the, and and to accept such quotation as may be considered advantageous to the government.

Approved for Posting:

(SGD.) JANE THERESA G. TABALINGCOS
BAC Chairperson

GDS-111/SVP

SPECIFICATIONS FOR THE CHRISTMAS/THANKSGIVING ACTIVITIES

1. Catering Services

- a. Lunch for 100 pax – one (1) soup dish, two (2) meat dishes (chicken, pork), one (1) fish dish, one (1) vegetable dish, rice, fresh fruits, soda or fruit juice, dessert

*assisted buffet

- b. Snacks for 5 pax – canned fruit juice and sandwich

2. 31 pieces certificate frames A4 size
3. 4 packs A4 photo Paper
4. Service fee and materials for the thanks giving mass: 2 baskets of flowers, 2 baskets of fruits, 2 candles medium size
5. 25 pieces assorted coloring books
6. 25 boxes crayons (8 pieces per box)
7. 10 boxes pencils
8. 10 boxes ballpens
9. 20 pieces spring notebook 100 leaves
10. 10 reams short bond paper
11. 10 packs cartolina assorted colors (10 pieces per pack)
12. 10 packs index cards, 5*8 size
13. 20 pieces long brown envelope
14. 20 pieces transparent envelope
15. 10 bottles glue (130g)
16. 15 baskets for raffle: 1 dozen egg, 2 kilos rice, 2 kilos sugar, 1 pack bread, 1 pack 100g coffee, 1 pack 250g, 1 fiesta ham 1.5kg