

RFQ NO.: 2023-04
RFQ TYPE: Goods and Services

DATE: 09 January 2023

REQUEST FOR QUOTATION

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2023 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **One Hundred Seventy Thousand Pesos (PhP 170,000.00)** for **Procurement of Lease of Venue, Including Meals for CY 2022 Annual Performance Review and CY 2023 Quality Management System (QMS) Management Review** as described below:

Unit	Item Description	Quantity
lot	<p>Procurement of CY 2022 Annual Performance Review and CY 2023 Quality Management System (QMS) Management Review</p> <p style="margin-left: 20px;">1. CY 2022 Annual Performance Review (January 19-20, 2023)</p> <p style="margin-left: 40px;">a. No. of Pax – 32</p> <p style="margin-left: 40px;">b. Function Room including all equipment to be used (fully functional sound system, microphones, strong internet connection, white screen, projector, extension wires)</p> <p style="margin-left: 40px;">c. Food: January 19, 2023</p> <p style="margin-left: 20px;">Note: Materials to be used in the catering should environment-friendly (e.g. no plastic utensils, reusable utensils instead and the like).</p> <ul style="list-style-type: none"> AM Snacks (Filipino kakanin, fresh fruit juice) Lunch (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: pasty dishes, drinks: fresh fruit juice/iced tea) PM Snacks (Halo-halo, fresh fruit juice) 	1

Unit	Item Description	Quantity
	<p>d. Food: January 20, 2023</p> <p>Note: Materials to be used in the catering should environment-friendly (e.g. no plastic utensils, reusable utensils instead and the like).</p> <ul style="list-style-type: none"> • Breakfast (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: assorted fruits, drinks: coffee, tea or hot chocolate <p>e. Other supplies to be used: Tarpaulin (please see attached sample layout)</p> <p>2. CY 2023 Management Review (October 2023)</p> <p>a. No. of Pax – 43</p> <p>b. Function Room including all equipment to be used (fully functional sound system, microphones, strong internet connection, white screen, projector, extension wires)</p> <p>c. Food: Day 1</p> <p>Note: Materials to be used in the catering should environment-friendly (e.g. no plastic utensils, reusable utensils instead and the like).</p> <ul style="list-style-type: none"> • AM Snacks (Filipino kakanin, fresh fruit juice) • Lunch (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: pastry dishes, drinks: fresh fruit juice/iced tea • PM Snacks (Halo-halo, fresh fruit juice) <p>d. Food: Day 2</p> <p>Note: Materials to be used in the catering should environment-friendly (e.g. no plastic utensils, reusable utensils instead and the like).</p> <ul style="list-style-type: none"> • Breakfast (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: assorted fruits, drinks: coffee, tea or hot chocolate <p>e. Other supplies to be used: Tarpaulin (please see attached sample layout)</p>	

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 **13 January 2023, 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
 - 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-124/LRPV