

RFQ NO.: 2023-007  
RFQ TYPE: Goods and Services

DATE: 30 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) **Three Hundred Fifty Thousand Pesos (PhP 350,000.00)** for the **Procurement of Catering Services for the Quarterly Locators' Meeting** as described below:

Unit	Item Description	Quantity
Lot	<p><b>Procurement of Catering Services for the Quarterly Locators' Meeting</b></p> <p><i>QUARTERLY LOCATORS' MEETING: 150 pax</i></p> <ul style="list-style-type: none"><li>- AM Snacks (Sandwich/Noodles and Canned Juice/Soda)</li><li>- Lunch (1 Meat, 1 Fish, 1 Vegetable, Rice, Dessert and Canned Juice/Soda)</li><li>- with Free flowing coffee</li></ul> <p><i>MONTHLY ORIENTATION OF RA 115334:</i></p> <ul style="list-style-type: none"><li>- Estimated attendees: 15-20 pax (Snacks / Lunch)</li></ul> <p><i>MONTHLY SPOT INSPECTIONS together with different Government Line Agencies:</i></p> <ul style="list-style-type: none"><li>- Estimated attendees: 10-15 pax (Snacks / Lunch)</li></ul>	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 **8 February 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](mailto: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 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 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-119/SVP*