

RFQ NO.: 2023-09
RFQ TYPE: Goods

DATE: 2 February 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 2023 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **Ninety-Two Thousand Seventy Pesos (PhP 92,070.00)** for the Procurement of Office Supplies for the First Quarter CY 2023 as described below:

| Unit | Item Description | Quantity |
|---------|-------------------------------------|----------|
| piece | HP toner, 17A | 3 |
| piece | HP toner, 19A | 3 |
| bottle | Hand soap liquid, 500 ml | 30 |
| cans | Air Freshener, 300 ml | 20 |
| pad | Notepad, 3"x3" | 20 |
| pack | Tissue paper, 12 rolls per pack | 100 |
| gallon | Dishwashing liquid | 20 |
| piece | Signpen, blue, .5 | 60 |
| piece | Ballpen, blue, ordinary | 60 |
| pack | Coffee 3 in 1, sachet, 10 pcs/pack | 25 |
| pack | Choco drink, sachet, 10 pcs/pack | 25 |
| pack/kg | Ground coffee, 1 kg pack | 24 |
| pack/kg | Sugar brown, 1kg/pack | 24 |
| pack | Coffeemate, 450 gms | 24 |
| tablet | Paracetamol, tablet | 50 |
| pieces | Facemask | 100 |
| pieces | Gel pen, retractable, uni-ball, 1.0 | 24 |
| box | Facial tissue, 80 s | 20 |
| 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 **15 February 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
 - 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-19/Shopping 52.1 (b)