

RFQ NO.: 2023-012  
RFQ TYPE: Goods

DATE: 14 March 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 **One Hundred Twenty-Six Thousand Two Hundred Sixty-Five Seventy Pesos (PhP 126,265.00)** for the Procurement of Office Supplies for BSP and BCDA Land Audit as described below:

Unit	Item Description	Quantity
Piece	Clearbook, Legal size	1,000
Piece	PREPAID/CELL CARDS, Smart Cellular Cards	36
Piece	EXTERNAL HARDRIVE, 1TB	1
Piece	Envelope, expanding, plastic, legal size (Long Plastic Expanding Envelope with 8-12 pockets organizer with handle)	50
Pair	Safety shoes, personal protective equipment (Mid-Calf Women's Rain Boots with plush socks)	3
Piece	Rain Coat, heavy duty (Reusable Transparent Raincoat with Hood, Lightweight Rain Jacket for Unisex)	3
Piece	UMBRELLA (Big Size Automatic Umbrella 2 Folds)	3
Piece	BOTTLE SPRAYER (Mosquito Repellent Body Spray (100 ml))	3
Box	Face Mask, KN95 Mask (box-100 pcs)	3
<i>To be procured by lot</i>		

**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 **22 March 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](mailto: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-115/Shopping 52.1 (b)*