

RFQ NO.: 2023-17
RFQ TYPE: Goods and Services

DATE: 3 March 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 Thirty-Five Thousand Pesos (PhP 135,000.00)** for **Procurement of Lease of Venue including Meals and Other Materials for the JHMC's Quarterly Performance Review for CY 2023** as described below:

Unit	Item Description	Quantity
lot	<p>PROCUREMENT OF LEASE OF VENUE INCLUDING MEALS AND OTHER MATERIALS FOR THE JHMC'S QUARTERLY PERFORMANCE REVIEW FOR CY 2023 GOOD FOR 30 PAX.</p> <p>DETAILS:</p> <p>A. DAY 1 (This is for the 1st Quarter to be held in April 2023)</p> <p style="margin-left: 20px;">1. Function Room and all equipment to be used</p> <p style="margin-left: 40px;"><i>Note: preferably 4-5 wireless microphones; at least two extension cords; and, high-speed internet connection that can provide access to laptops of participants and can connect online participants.</i></p> <p style="margin-left: 20px;">2. Meals</p> <p style="margin-left: 40px;">a. Overflowing coffee</p> <p style="margin-left: 40px;">b. Pica-pica</p> <p style="margin-left: 40px;">c. AM Snacks: pastry dishes, fruit juice, bottled water</p> <p style="margin-left: 40px;">d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one (1) fish dish, rice, dessert: assorted fruits, drinks: soda and bottled water</p> <p style="margin-left: 40px;">e. PM Snacks: Filipino kakanin, fresh fruit juice, bottled water</p> <p style="margin-left: 40px;"><i>Note: The use of eco-friendly products is highly encouraged.</i></p>	1

Unit	Item Description	Quantity
	<p>3. Other materials to be used (e.g. one piece of 4'X8' size tarpaulin: design to be provided by JHMC)</p> <p>B. DAY 2 (This is for the 2nd Quarter to be held in July 2023)</p> <p>1. Function Room and all equipment to be used</p> <p><i>Note: preferably 4-5 wireless microphones; at least two extension cords; and, high-speed internet connection that can provide access to laptops of participants and can connect online participants.</i></p> <p>2. Meals</p> <p>a. Overflowing coffee</p> <p>b. Pica-pica</p> <p>c. AM Snacks: pasta dish, fruit juice, bottled water</p> <p>d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one (1) fish dish, rice, dessert: assorted fruits or pastry dishes, drinks: soda and bottled water</p> <p>e. PM Snacks: Filipino kakanin, fresh fruit juice, bottled water</p> <p><i>Note: The use of eco-friendly products is highly encouraged.</i></p> <p>3. Other materials to be used (e.g. one piece of 4'X8' size tarpaulin: design to be provided by JHMC)</p> <p>C. DAY 3 (This is for the 3rd Quarter to be held in October 2023)</p> <p>1. Function Room and all equipment to be used</p> <p><i>Note: preferably 4-5 wireless microphones; at least two extension cords; and, high-speed internet connection</i></p>	

Unit	Item Description	Quantity
	<p style="text-align: center;"><i>that can provide access to laptops of participants and can connect online participants.</i></p> <p>2. Meals</p> <p style="margin-left: 20px;">a. Overflowing coffee</p> <p style="margin-left: 20px;">b. Pica-pica</p> <p style="margin-left: 20px;">c. AM Snacks: pastry dishes, fruit juice, bottled water)</p> <p style="margin-left: 20px;">d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one (1) fish dish, rice, dessert: assorted fruits, drinks: soda and bottled water</p> <p style="margin-left: 20px;">e. PM Snacks: Filipino kakanin, fresh fruit juice, bottled water</p> <p style="margin-left: 20px;"><i>Note: The use of eco-friendly products is highly encouraged.</i></p> <p>3. Other materials to be used (e.g. one piece of 4'X8' size tarpaulin: design to be provided by JHMC)</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 **8 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

6. The proposal/s shall contain the following:

- Proposal
- PhilGEPS Registration Number
- Mayor's/ Business Permit
- 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-116/LRPV