

RFQ NO.: 2023-033
RFQ TYPE: Goods

DATE: 13 April 2023

REQUEST FOR QUOTATION

- 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-Five Thousand Three Hundred Sixty Pesos (PhP 125,360.00)** for the Procurement of Office Supplies for the Second Quarter CY 2023 as described below:

Unit	Item Description	Quantity
pack	Clearbook, refill, 11 holes, legal, 100 pcs/pack	20
pcs	Data File Box	56
bottle	Hand soap liquid, 500 ml	24
cans	Air Freshener, 300 ml	20
reams	Bond paper, A4, 70/80 GSM	150
cans	Disinfect spray, 400 gms	20
pad	Post it Flags, 4 colors per pad	24
pack	Tissue paper, 12 rolls per pack	100
pack	Trashbag, Large, 10 pcs/pack	30
piece	Signpen, blue, .5	72
piece	Ballpen, blue, ordinary	48
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	16
pack/kg	Sugar brown, 1kg/pack	20
pack	Coffee creamer, 450 gms	24
pack	Battery, AA, High Quality, 2 pcs /pack	20
pieces	Facemask	100
pieces	Gel pen, retractable, uni-ball, 1.0	24
box	Facial tissue, 80 s	20
rolls	Tape, Scotch, 1"	24
rolls	Tape, Scotch, 2"	20
pack	Special paper, board, 10 pcs/pack	20
galoon	Alcohol, per galoon	24
piece	Staple remover, twin jaws	12

Quotations received in excess of the ABC shall be automatically rejected.

- 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 **19 April 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-18/Shopping 52.1 (b)