

RFQ NO.: 2023-44
RFQ TYPE: Goods and Services

DATE: 1 June 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 Thousand Pesos (PhP 100,000.00)** for **Procurement of Lease of Venue including Meals and Other Materials to be used in the Conduct of the JHMC CY 2023 Operations Planning** as described below:

Unit	Item Description	Quantity
lot	<p>Procurement of Lease of Venue including Meals and Other Materials to be used in the Conduct of the JHMC CY 2023 Operations Planning for 30 pax</p> <p>DELIVERY PERIOD: Either in June 2023 or July 2023</p> <p>A. DAY 1</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: pastry dishes, fruit juice, bottled water</p> <p>d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one (1) fish dish, one (1) vegetable dish, rice, dessert: assorted fruits or pastry dishes, drinks: soda and bottled water</p> <p>e. PM Snacks: Filipino Kakanin, fruit juice, bottled water</p> <p>Note: The use of eco-friendly products is highly encouraged.</p> <p>3. Other materials to be used (e.g. one piece of 4'X8' size tarpaulin: design to be provided by JHMC)</p>	1

Unit	Item Description	Quantity
	<p>B. DAY 2</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: pastry dishes, fruit juice, bottled water</p> <p>d. Lunch: one (1) soup dish, two (2) meat dishes (chicken and pork), one (1) fish dish, one (1) vegetable dish, rice, dessert: assorted fruits or pastry dishes, drinks: soda and bottled water</p> <p>e. PM Snacks: Filipino Kakanin, 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>	

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 **5 June 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
Contact Number: (074) 422-4360
Email address: bac@jhmc.com.ph

6. The proposal/s shall contain the following:
- Proposal
 - Mayor's/ Business Permit
 - PhilGEPS Registration Number
 - 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. TABALINGCO
BAC Chairperson

GDS-117/LRPV