

RFQ NO.: 2023-81
RFQ TYPE: **Goods and Services**

DATE: 29 September 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) **Four Hundred Fifty Thousand Pesos (PhP 450,000.00)** for the **Procurement of Supplies, Catering and Other Services for the JHMC Year End Activity** as described below:

Unit	Item Description	Quantity
lot	<p>SUPPLIES, CATERING AND OTHER SERVICES FOR THE JHMC YEAR END ACTIVITY</p> <p>Assisted buffet for 100 pax: one (1) soup dish, two (2) meat dishes (chicken, pork), one (1) fish dish, one (1) vegetable dish, rice, fresh fruits, soda or fruit juice, dessert</p> <p>7 plaques of commendation for service awardees (see attached specifications)</p> <p>15 certificate frames for special awards</p> <p>2 packs special paper for certificates</p> <p>Raffle items: 3 pairs pillow case 20"x26"</p> <p>2 pcs cotton pillow 20"x26"</p> <p>2 pcs microwavable glass container 7.7"x5.7"x2.4"</p> <p>1 air fryer 4.5L</p> <p>1 mini rice cooker 1.8L</p> <p>5 grocery baskets</p> <p>Mass Items: 2 baskets of fruits and bread, 2 pcs candles with stand, 2 baskets of flowers, 1 bottle of mompo, 1 pack of host</p> <p>Outreach Program Items: 1 sack of rice 25 kgs, 5 kilos assorted vegetables, 5 cans of powdered milk 56.4 oz, 5 packs of assorted biscuits, 5 boxes of fruit juice, 5 packs of bread</p>	1
	<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 or emailed on or before **11 October 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
 - 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. A **Notarized Omnibus Sworn Statement** shall be submitted by the winning bidder prior to signing of the contract.
8. 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-127/SVP



<i>Name and Signature</i>	
<i>Company Name</i>	
<i>Address</i>	
<i>Contact Number</i>	
<i>Date</i>	