

RFQ NO.: 2023-85  
RFQ TYPE: **Goods and Services**

DATE: 11 October 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) **One Hundred Eighty Thousand Pesos (PhP 180,000.00)** for the **Procurement of Catering Services for 300 pax and other Event Services for the Camp Wide Anniversary Celebration** as described below:

Unit	Item Description	Quantity
lot	<p><b>Catering Services for 300 pax and other Event Services for the Camp Wide Anniversary Celebration</b></p> <p>a. Morning Snacks (Cheese Burger, Fries and Juice) b. Packed Lunch (3 viands, Rice and Water) c. Assorted Event Decorations: - 10 Dozens Long Inflatable Balloons: 5 doz. Green color and 5 doz. White color - 10 pieces Artificial Grass Mat (40cm x 60 cm) for wall decors - 30 pieces 100cm Artificial Silk White Wisteria Flower Vines Hanging Rattan Flowers Decor d. Drum and Lyre Band Performers e. Cultural Dance Group Performers</p> <p>Terms of Delivery: October 25, 2023</p>	1

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

1. All particulars relative to this procurement shall be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184.
2. The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.
3. The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.

4. Quotations must be delivered or emailed on or before **16 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](mailto:bac@jhmc.com.ph)

5. 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*

6. A **Notarized Omnibus Sworn Statement** shall be submitted by the winning bidder prior to signing of the contract.
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-96/SVP*

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