

RFQ NO.: 2023-88
RFQ TYPE: **Goods and Services**

DATE: 24 October 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) **Eighty-Six Thousand Pesos (PhP 86,000.00)** for the **Procurement of Services for the Rehabilitation of Existing Equipment, Furniture and Fixtures including ICT Equipment and Information System - Repair and Maintenance of Two (2) Photocopiers** as described below:

Unit	Item Description	Quantity
lot	<p>Procurement of Services for the Rehabilitation of Existing Equipment, Furniture and Fixtures including ICT Equipment and Information System - Repair and Maintenance of Two (2) Photocopiers</p> <p>1. Photocopying Machine with Property No. 2021-3009 - 1 fusing unit - 1 imaging unit - 1 transfer roller - 1 drum - 1 developer</p> <p>2. Photocopying Machine with Property No. 2021-3010 - 1 fusing unit - 1 imaging unit - 1 transfer roller - 1 drum - 1 developer</p> <p>Delivery Term: 20 days upon receipt of P.O./J.O.</p>	1

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.
- The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.

- The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
- Quotations must be delivered or emailed on or before **3 November 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

- 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

- A **Notarized Omnibus Sworn Statement** shall be submitted by the winning bidder prior to signing of the contract.
- 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-53/SVP

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