

**RFP No.: 2023-002**

**Date: 1 December 2023**

**REQUEST FOR PROPOSAL (RFP)**

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF THE JHMC BRANDING WORKSHOP**

1. The John Hay Management Corporation (JHMC), through its Corporate Operating Budget for CY 2023, intends to apply the sum of **One Million Pesos (PhP 1,000,000.00)**, being the Approved Budget for the Contract (ABC), to payments under the contract for the PROCUREMENT OF SERVICES FOR THE CONDUCT OF THE JHMC BRANDING WORKSHOP. Bids received in excess of the ABC shall be automatically rejected.

<b>Location</b>	<b>Description</b>
Baguio City	PROCUREMENT OF SERVICES FOR THE CONDUCT OF THE JHMC BRANDING WORKSHOP

2. The JHMC now calls for the submission of proposal for the procurement of Consultancy Services to handle and implement the project. Attached herewith are the Terms of Reference (TOR) (*Annex "A"*) and the revised copy of the Omnibus Sworn Statement (*Annex "B"*) for ready reference.

Interested proponents may submit through electronic or manual means, and strictly not a combination of both.

For manual submission, the interested proponent must submit its quotations/proposals, signed by its duly authorized representative, with **requirements (as stated in the TOR)** 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)

Submission of quotations/proposals may be done through electronic means, provided that the:

- a. file must be password protected to ensure the security, integrity and confidentiality of the eligibility documents;
- b. passwords for accessing the file will be disclosed by the Bidders only during the actual opening which may be done in person or electronically through **Google Meet**; and
- c. complete documents shall be emailed to **bac@jhmc.com.ph**

The deadline of submission is on **6 December 2023 (Wednesday) at 9:00 AM**. Late submission shall not be accepted.

3. The interested proponent shall submit their respective proposal to JHMC through the Bids and Awards Committee (BAC) on or before the scheduled deadline of submission, in a sealed envelope containing the following documents:

- a. Mayor's/ Business Permit;
- b. PhilGEPS Registration Number;  
*Note: Certificate of Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and PhilGEPS Registration Number.*
- c. Notarized Omnibus Sworn Statement;
- d. Company Profile, including List of Clients (with contact person and contact number), services rendered and contract amount;
- e. Curriculum Vitae of the proposed survey team; and
- f. Proposal, including a complete and clear scope of work and implementation methodology.

4. The JHMC reserves the right to accept or reject any bid, to annul the procurement process, and to reject all proposal at any time prior to contract award, without thereby incurring any liability to the affected proponent.

5. For further information, please contact:

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Head, BAC Secretariat  
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John Hay Special Economic Zone  
Baguio City  
Contact Number: (074) 422-4360  
Email address: [bac@jhmc.com.ph](mailto:bac@jhmc.com.ph)

Approved for Posting:

**(SGD.) JANE THERESA G. TABALINGCOS**  
BAC Chairperson