

RFQ NO.: 2023-94  
RFQ TYPE: **Goods and Services**

DATE: 01 December 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) **Two Hundred Eighty-Three Thousand Pesos (PhP 283,000.00)** for the **Procurement of Services for the 2023 Camp Wide Thanksgiving Celebration** as described below:

Unit	Item Description	Quantity
	<p><i>EVENT SERVICES, CATERING SERVICES, RAFFLE ITEMS and PRIZES</i></p> <p><i>Includes the following:</i></p> <p><i>a. Delivery of 5 pcs Roasted Pig (includes chopping services)</i></p> <p><i>b. Catering Services (Dinner for 155 pax- JHMC Employees, JHMC BOD &amp; VIPs)</i></p> <p><i>c. Lights and sound system (with full band set up)</i></p> <p><i>d. Venue set up including Stage and VIP Table Decorations (1 lot)</i></p> <p><i>e. Live Band Performers</i></p> <p><i>f. Event Emcee</i></p> <p><i>g. Assorted Prizes (included in the Scope of Services)</i></p> <p><i>h. Assorted Raffle Items</i></p> <p><i>Please see the attached Scope of Services and specifications for references</i></p>	
<p><i>NOTE: All products and services provided must conform to prevailing environmental laws, rules, and regulations.</i></p>		

**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 **6 December 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)

- The proposal/s shall contain the following:
  - Proposal
  - Mayor's/ Business Permit
  - PhilGEPS Registration Number

*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-142/SVP

Name and Signature	
Company Name	
Address	
Contact Number	
Date	