

RFQ NO.: 2023-93  
RFQ TYPE: **Goods and Services**

DATE: 20 November 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) **Two Hundred Fifty Thousand Pesos (PhP 250,000.00)** for the **Procurement of Catering Services for Public and/or Media Relations** as described below:

Unit	Item Description	Quantity
	<p><i>FOOD</i></p> <p><i>Appetizer</i></p> <p><i>Soup</i></p> <p><i>Salad</i></p> <p><i>Main Course (Meat and Fish)</i></p> <p><i>Vegetable</i></p> <p><i>Rice</i></p> <p><i>Dessert</i></p> <p><i>COMPLETE SET-UP</i></p> <p><i>Tables (with table covers) and chairs including centerpieces</i></p> <p><i>Cutleries</i></p> <p><i>OTHER SERVICES</i></p> <p><i>Waiters to assist</i></p> <p><i>Assisted Buffet</i></p> <p><i>Buffet tags for the food</i></p> <p><i>BEVERAGE STATION (Unlimited coffee, iced tea, service water, soda in can )</i></p> <p><i>*PROCUREMENT IN "LOT" for 70 PAX</i></p>	
<b>IMPLEMENTATION DATE IS ON DECEMBER 12, 2023 @5:00-8:00pm at the Bell House Veranda, Camp John Hay</b>		
<b>NOTE: All products and services provided must conform to prevailing environmental laws, rules, and regulations.</b>		

**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 **29 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](mailto: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:



OVP/COO-BAC-202311-828  
20-11-2023

**JANE THERESA G. TABALINGCOS**  
BAC Chairperson

*GDS-111/SVP*



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