

**RFP No.: 2024-002**

**Date: 10 January 2024**

**REQUEST FOR PROPOSAL (RFP)**  
**LEASE OF VENUE, INCLUDING MEALS FOR MANAGEMENT REVIEWS**

1. The John Hay Management Corporation (JHMC), through its Corporate Operating Budget for CY 2023, intends to apply the sum of **One Hundred Eighty-Five Thousand Pesos (PhP 185,000.00)**, being the Approved Budget for the Contract (ABC), to payments under the contract for the **PROCUREMENT OF LEASE OF VENUE, INCLUDING MEALS FOR MANAGEMENT REVIEWS**. Bids received in excess of the ABC shall be automatically rejected.

Location	Description
Baguio City	<p>Procurement Project: Lease of Venue, Including Meals for the CY 2023 Annual Performance Review and CY 2024 Quality Management System (QMS) Management Review</p> <p><b>1. CY 2023 Annual Performance Review (January 2023 - two (2) days)</b></p> <p style="margin-left: 20px;">a. No. of Pax - 32</p> <p style="margin-left: 20px;">b. Accommodation</p> <p style="margin-left: 20px;">c. Function Room including all equipment to be used (fully functional sound system, microphones, strong internet connection, white screen, projector, extension wires)</p> <p style="margin-left: 20px;">d. Food: Day 1</p> <p style="margin-left: 20px;">Note: Materials to be used in the catering should environment-friendly (e.g. no plastic utensils, reusable utensils instead, and the like).</p> <ul style="list-style-type: none"> <li>- AM Snacks (Pastry dish, canned/bottled fresh fruit juice)</li> <li>- Lunch (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: pasty dishes, drinks: canned/bottled fresh fruit juice/soda)</li> <li>- PM Snacks (Filipino Kakanin, canned/bottled fresh fruit juice)</li> <li>- Dinner (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: pastry dishes, drinks: canned/bottled fresh fruit juice/soda)</li> </ul> <p style="margin-left: 20px;">e. Food: Day 2</p> <p style="margin-left: 20px;">Note: Materials to be used in the catering should environment-friendly (e.g. no plastic utensils, reusable utensils instead and the like).</p>

	<p>- Breakfast (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: assorted fruits, drinks: coffee, tea or hot chocolate</p> <p>f. Other supplies to be used: Tarpaulin (please see attached sample layout)</p> <p><b>2. CY 2024 Management Review (September or October 2024)</b></p> <p>a. No. of Pax - 43</p> <p>b. Accommodation</p> <p>c. Function Room including all equipment to be used (fully functional sound system, microphones, strong internet connection, white screen, projector, extension wires)</p> <p>d. Food: Day 1</p> <p>Note: Materials to be used in the catering should environment-friendly (e.g. no plastic utensils, reusable utensils instead, and the like).</p> <ul style="list-style-type: none"><li>- AM Snacks (Pastry dish, canned/bottled fresh fruit juice)</li><li>- Lunch (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: pastry dishes, drinks: canned/bottled fresh fruit juice/soda)</li><li>- PM Snacks (Filipino Kakanin, canned/bottled fresh fruit juice)</li><li>- Dinner (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: pasty dishes, drinks: canned/bottled fresh fruit juice/soda)</li></ul> <p>e. Food: Day 2</p> <p>Note: Materials to be used in the catering should environment-friendly (e.g. no plastic utensils, reusable utensils instead and the like).</p> <ul style="list-style-type: none"><li>- Breakfast (one (1) meat dish, one (1) chicken dish, one (1) seafood dish, one (1) vegetable dish, soup, rice, dessert: assorted fruits, drinks: coffee, tea or hot chocolate</li></ul> <p>f. Other supplies to be used: Tarpaulin (please see attached sample layout)</p>
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2. The JHMC now calls for the submission of proposal for the procurement of LEASE OF VENUE, INCLUDING MEALS FOR MANAGEMENT REVIEWS. 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 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 **17 January 2024 (Wednesday) at 9:00 AM**. Late submission shall not be accepted.

3. 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*

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:

**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)

Approved for Posting:

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

*GDS-136/LRPV*

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