

RFQ NO.: 2023-19
RFQ TYPE: Goods and Services

DATE: 14 February 2024

REQUEST FOR QUOTATION

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2024 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **Five Hundred Thousand Pesos (PhP 500,000.00)** for **Procurement of Lease of venue, materials, catering and other services for the Teambuilding Activity** as described below:

Unit	Item Description	Quantity
lot	Procurement of Lease of venue, materials, catering and other services for the Teambuilding Activity Lease of venue, materials, catering and other services for the Team Building Activity 70 Pax Accommodation, transportation, full board meals, facilitation of activities 1 night and 2 days 14 to 15 March 2024	1

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 **21 February 2024, 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

6. The proposal/s shall contain the following:

- Proposal
- PhilGEPS Registration Number
- Mayor's/ Business Permit
- Income/Business Tax Return

Note: Certificate of Platinum Membership may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number

7. 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:



JANE THERESA G. TABALINGCOS
BAC Chairperson

OVP/COO-BAC-202402-875 02142024

GDS-129/LRPV

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