

RFQ NO.: 2024-17
RFQ TYPE: Goods

DATE: 14 February 2024

REQUEST FOR QUOTATION

- 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 **Sixty Thousand Pesos (PhP 60,000.00)** for the **Procurement of Office Supplies & other materials for Barangay Segregation Program and BCDA Land Audit** as described below:

Unit	Item Description	Quantity
pc	Alcohol, 70% solution, 250 ml (spray bottle)	10
pc	Mosquito Repellent Body Spray (100 ml)	3
pair	Safety Footwear (slip-resistant, water-repellent, puncture-resistant & steel toe-basic toe protection) 3 for Female (Euro size - 36,38 & 37) 3 for Male (Size 10,9) Color: Black	6
ream	A4 Size Bond Paper	10
ream	A3 Size Bond Paper	2
pc	Ordinary Ballpen (Blue)	25
pc	Ballpen Sign Pen (Blue)	21
pc	Pencil	20
Pc	Records Storage Box (12" x 15")	9
Pc	Prepaid Cellular Card, 300	36
Pc	USB Flash Drive (64gb)	4
pc	Stationery Box File Folder, Legal Size , Blue	5
pc	Signing Pen, 1.3mm, blue, ink gel	10
pc	Parchment paper, 10sheets	30
pc	Certificate Holder, Hardbound	150
<i>To be procured by lot</i>		

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 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
Mobile Number: (074) 422-4360
Email address: 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

- 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

OVPCOO-BAC-202402-873 02142024

GDS-32/Shopping 52.1 (b)

Name and Signature	
Company Name	
Address	
Contact Number	
Date	