

RFQ NO.: 2024-026
RFQ TYPE: Goods and Services

DATE: 13 March 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) **One Hundred Forty-Four Thousand Four Hundred Pesos (PhP 144,400.00)** for **Procurement of Catering Services for EMS- related events, meetings, environment management campaigns, and Third Party Audit for ISO 14001:2015** as described below:

Unit	Item Description	Quantity
	Meals served during various EMS related activities events and campaigns: Lunch to be served for the various activities: 1 meat,1 fish, 1 vegetable with beverage and dessert Snacks - Mix fruits, sandwich, pasta noodles, and ginataan	
pax	<i>Snacks for IEA Meetings (March 22, June 7, November 5, 2024)</i>	140
pax	<i>Lunch and Snacks for EMS Planning (April 12 & April 26, 2024)</i>	50
pax	<i>Lunch for Internal EMS Audit (July 1 to August 2, 2024)</i>	130
pax	<i>Lunch and Snacks for Pax Surveillance Audit (November 8, 2024)</i>	100
Please do not use non-environmentally acceptable products such as straws, plastic cups, and plastic stirrers during the entire event.		

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 **2 April 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

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:



JANE THERESA G. TABALINGCOS
BAC Chairperson

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GDS-109/SVP

Name and Signature	
Company Name	
Address	
Contact Number	
Date	