

RFQ NO.: 2024-32  
 RFQ TYPE: **Goods and Services**

DATE: 11 March 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 **One Hundred Forty Thousand Pesos (PhP 140,000.00)** for **Procurement of Lease of Venue Including Meals and Other Materials for the JHMC's Quarterly Performance Review for CY 2024** as described below:

Unit	Item Description	Quantity
lot	<p><b>PROCUREMENT OF LEASE OF VENUE INCLUDING MEALS AND OTHER MATERIALS FOR THE JHMC'S QUARTERLY PERFORMANCE REVIEW FOR CY 2024 GOOD FOR 3 MEETINGS WITH 30 PAX EACH MEETING</b></p> <p>DETAILS:</p> <p><b>A. 1st EVENT (This is for the 1st Quarter Performance Review to be held on 26 April 2024)</b></p> <p>Note: The date is subject to change with prior coordination to the winning bidder for rescheduling caused by events beyond the control of JHMC (e.g. typhoons, earthquakes, etc.)</p> <p>1. Function Room and all equipment to be used (8:00 AM – 5:00 PM):</p> <ul style="list-style-type: none"> <li>a. Five (5) wireless microphones</li> <li>b. Sound System</li> <li>c. Four (4) extension cords</li> <li>d. White screen projector or applicable screen such as big TV</li> <li>e. Projector if screen projector is provided.</li> <li>f. High-speed internet connection that can provide access to laptops or participants and can connect online participants</li> </ul> <p>2. Meals</p> <ul style="list-style-type: none"> <li>a. Pica-pica</li> <li>b. Overflowing Coffee</li> <li>c. AM Snacks (pastry dishes and canned/bottled fruit juice)</li> <li>d. Lunch Buffet:               <ul style="list-style-type: none"> <li>* one (1) soup dish</li> <li>* one (pork dish)</li> </ul> </li> </ul>	1

Unit	Item Description	Quantity
	<p>* one (chicken dish) * one (fish dish) * rice * dessert * drinks: canned soda e. PM Snacks (kakanin and canned/bottled fruit juice)</p> <p>Note: The use of eco-friendly products is highly encouraged</p> <p>3. Other materials to be used (e.g. one piece of 4'X8' size tarpaulin: design to be provided by JHMC)</p> <p><b>B. 2ND EVENT (This is for the 2nd Quarter Performance Review to be held on 26 July 2024)</b></p> <p>Note: The date is subject to change with prior coordination to the winning bidder for rescheduling caused by events beyond the control of JHMC (e.g. typhoons, earthquakes, etc.)</p> <p>1. Function Room and all equipment to be used (8:00 AM – 5:00 PM):</p> <p>a. Five (5) wireless microphones b. Sound System c. Four (4) extension cords d. White screen projector or applicable screen such as big TV e. Projector if screen projector is provided. f. High-speed internet connection that can provide access to laptops or participants and can connect online participants.</p> <p>2. Meals</p> <p>a. Pica-pica b. Overflowing Coffee c. AM Snacks (pastry dishes and canned/bottled fruit juice) d. Lunch Buffet: * one (1) soup dish * one (pork dish) * one (chicken dish) * one (fish dish) * rice * dessert * drinks: canned soda e. PM Snacks (kakanin and canned/bottled fruit juice)</p> <p>Note: The use of eco-friendly products is highly encouraged</p>	

Unit	Item Description	Quantity
	<p>3. Other materials to be used (e.g. one piece of 4'X8' size tarpaulin: design to be provided by JHMC)</p> <p><b>C. 3RD EVENT (This is for the 3rd Quarter Performance Review to be held on 25 October 2024)</b></p> <p>Note: The date is subject to change with prior coordination to the winning bidder for rescheduling caused by events beyond the control of JHMC (e.g. typhoons, earthquakes, etc.)</p> <p>1. Function Room and all equipment to be used (8:00 AM – 5:00 PM):</p> <ul style="list-style-type: none"> <li>a. Five (5) wireless microphones</li> <li>b. Sound System</li> <li>c. Four (4) extension cords</li> <li>d. White screen projector or applicable screen such as big TV</li> <li>e. Projector if screen projector is provided.</li> <li>f. High-speed internet connection that can provide access to laptops or participants and can connect online participants.</li> </ul> <p>2. Meals</p> <ul style="list-style-type: none"> <li>a. Pica-pica</li> <li>b. Overflowing Coffee</li> <li>c. AM Snacks (pastry dishes and canned/bottled fruit juice)</li> <li>d. Lunch Buffet: <ul style="list-style-type: none"> <li>* one (1) soup dish</li> <li>* one (pork dish)</li> <li>* one (chicken dish)</li> <li>* one (fish dish)</li> <li>* rice</li> <li>* dessert</li> <li>* drinks: canned soda</li> </ul> </li> <li>e. PM Snacks (kakanin and canned/bottled fruit juice)</li> </ul> <p>Note: The use of eco-friendly products is highly encouraged</p> <p>3. Other materials to be used (e.g. one piece of 4'X8' size tarpaulin: design to be provided by JHMC)</p>	

**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 **26 March 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](mailto:bac@jhmc.com.ph)

6. The proposal/s shall contain the following:
  - Proposal
  - Mayor's/ Business Permit
  - PhilGEPS Registration Number
  - 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

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*GDS-133/LRPV*

Name and Signature	
Company Name	
Address	
Contact Number	
Date	