

RFQ NO.: 2024-035
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) **One Hundred Thousand Pesos (PhP 100,000.00)** for **Procurement of Materials, catering and other services for the conduct of Safety and Security Related Knowledge for ERT, Safety and Health Committee** as described below:

Unit	Item Description	Quantity
lot	<p>Catering and other services for the conduct of Safety and Security Related Knowledge</p> <p>Day 1 All Employees 89 pax, Trainers 3 pax Day 2 Emergency Preparedness and Response Team and Safety Committee 35 pax, Trainers 3 pax</p> <p>Target date: 19 - 20 March 2024 (may be re-scheduled depending on the availability of the trainers)</p> <p>1st day: AM Snacks: canned fruit juice and turon Lunch: one (1) soup dish, two (2) meat dishes (chicken, pork), one (1) fish dish, one (1) vegetable dish, rice, fresh fruits, soda or fruit juice</p> <p>2nd day: AM Snacks: lumpiang shanghai and canned fruit juice Lunch: one (1) soup dish, two (2) meat dishes (chicken, pork), one (1) fish dish, one (1) vegetable dish, rice, fresh fruits, soda or fruit juice</p> <p>Overflowing coffee</p>	1
<i>To be procured by lot</i>		

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
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-058/SVP



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