

RFQ NO.: 2024-051  
RFQ TYPE: Goods and Services

DATE: 8 May 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) **Seventy Thousand Pesos (PhP 70,000.00)** for **Procurement of service provider for event management for 4th of July Celebration (including Catering and other event services)** as described below:

Unit	Item Description	Quantity
lot	<b>Procurement of Service Provider for event management for 4th of July Celebration</b>  Includes the following  Catering Services for 150 pax Other event services (Prizes and Tokens) Decorations  <i>Please see attached Scope of Services for reference</i>	1
<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 or emailed on or before **21 May 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](mailto:bac@jhmc.com.ph)

6. 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*

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:



OVPCCO-BAC-202405-943  
08-05-2024

**JANE THERESA G. TABALINGCOS**  
BAC Chairperson

GDS-123/SVP

Name and Signature	
Company Name	
Address	
Contact Number	
Date	