

RFQ NO.: 2024-101
 RFQ TYPE: Goods and Services

DATE: 12 December 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) **Four Hundred Fifty Thousand Pesos (PhP 450,000.00)** for the **Procurement of Catering Services for Year End Activity 2024** as described below:

Unit	Item Description	Quantity
Lot	Procurement of Services for the JHMC Year-End Activity	1
	1. <i>Packed lunch for 120 pax: one (1) soup dish, two (2) meat dishes (chicken, pork), one (1) fish dish, one (1) vegetable dish, rice, soda or fruit juice, water, dessert: fruits or/and cake</i>	
	2. <i>Mass items: stipend, two (2) baskets of flowers, two (2) medium sized candles, one (1) basket of fruits, one (1) basket of vegetables</i>	
	3. <i>Supplies for the Outreach program: two (2) 50 kilos rice, ten (10) kilos assorted vegetables, five (5) kinds of assorted fruits, toiletries: 5 packs 12 pcs tissue paper, 15 bath soap, 15 bottles shampoo</i>	
	4. <i>35 pcs each: rectangular woven classic basket with handle that fit all the items, 3.03 kg canned mixed fruit cocktail, chocolate 50 grams, 1 kg packed branded pasta noodles, chocolate chip box branded cookies, 1 kg packed branded macaroni pasta, 2 pieces 300g branded canned condensed milk, 2 pieces 250 ml packed all purpose cream, 1 liter tetra pack branded cranberry juice, 500 grams local Arabica coffee, 1 dozen organic eggs, 220 ml packed real mayonnaise, 1 kilo pasta sauce, 750 ml bottled red branded beverage, 1 kilo packed branded ham, locally made packed banana bread, 700 ml bottled honey, packed fresh milk branded</i>	
	5. <i>30 pcs A4 Frames for certificates</i>	
	6. <i>6 packs A4 Special paper for certificates</i>	

Quotations received in excess of the ABC shall be automatically rejected.

7. All particulars relative to this procurement shall be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184.

8. The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.
9. The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
10. Quotations must be delivered or emailed on or before **17 December 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

11. 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*

12. A **Notarized Omnibus Sworn Statement** shall be submitted by the winning bidder prior to signing of the contract.
13. 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:


OVPCOO-202412-BAC-58
JANE THERESA G. TABALINGCOS
BAC Chairperson

GDS-129/ SVP

Name and Signature	
Company Name	

Address	
Contact Number	
Date	