

RFQ NO.: **2025-167 A**
RFQ TYPE: **Infra Services**

DATE: **19 September 2025**
PAP CODE: **GDS-202**
PROCUREMENT MODE: **SVP**

TO:

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

- The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for CY 2025 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) **One Million Five Hundred Thousand Pesos (Php 1,500,000.00)** for **Procurement of Improvement of the JHMC Office Building at the former IHG Office** as described below:

Unit	Description	Quantity
Lot	Procurement of Improvement of the JHMC Office Building at the former IHG Office	1
<i>Please see the attached technical documents</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. 12009.
- 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.
- A Pre-Bid Conference shall be conducted on **23 September 2025 at 11:30 AM** at the JHMC Conference Room, JHMC Office, JHSEZ.
- Quotations must be delivered or emailed on or before **8 October 2025, 8:30 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

7. The **bid opening** will be on **8 October 2025, 9:00 AM** at the JHMC Conference Room, JHMC Office, JHSEZ.

8. The proposal/s shall contain the following:

Legal documents:

- Mayor's/ Business Permit
- PhilGEPS Registration Number
- Business/Income Tax Return

Note: *Certificate of Platinum Membership may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number*

Technical documents:

- PCAB License
- List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements
- Organizational chart for the contract to be bid
- List of Contractor's key personnel

Financial documents:

- Financial Bid Form
- Detailed Unit Price Analysis (DUPA) Form
- Summary of Bid

9. 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