

RFQ NO.: **2025-203 A** DATE: **13 November 2025**
RFQ TYPE: **Goods and Services** PAP CODE: **GDS-110**
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) **Three Hundred Thousand Pesos (Php 300,000.00)** for **Procurement of Catering Services for the BCDA-JHMC Media Fellowship** as described below:

Unit	Description	Qty.	Unit Cost	Total Cost
Lot	FOOD: Appetizer Soup Salad Main Course (meat and fish) Vegetables Rice Dessert	1	300,000.00	300,000.00
	COMPLETE SET UP Tables with table covers, chairs, with centerpieces Cutleries			
	OTHER SERVICES Waiters to assist Assisted Buffet Buffet Tags for the food			
	BEVERAGE STATION Unlimited coffee, iced tea, service water, soda in can)			

Unit	Description	Qty.	Unit Cost	Total Cost
	IMPLEMENTATION DATE December 11, 2025, 11:30 AM to 2:30 PM Venue: Bell House Veranda, Camp John Hay			
TOTAL BID AMOUNT:				
Note: All products and services must conform to prevailing environmental laws, rules, and regulations.				

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. 12009.
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 **19 November 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

6. The proposal/s shall contain the following:

- Proposal
- 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

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-202511-BAC-081

JANE THERESA G. TABALINGCOS

BAC Chairperson