

RFQ NO.: **2026-001 A** DATE: **15 December 2025**  
 RFQ TYPE: **Goods and Services** PAP CODE: **GDS-001**  
 PROCUREMENT MODE: **SVP**

**TO:**

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

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for CY 2026 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) **Seven Hundred Fifty Thousand Pesos (Php 750,000.00)** for **Procurement of Printer Rental Services** as described below:

Unit	Description	Quantity
Unit	<p><b>A3 Printer</b></p> <ul style="list-style-type: none"> <li>- All in One Printer w/ ADF SCAN, COPY, PRINT, WIFI, ETHERNET</li> <li>- A3 size</li> <li>- Includes all necessary labor, transport, unlimited ribbon supply, repair, replacement parts and conduct of regular preventive maintenance to ensure that the equipment is in good operating condition.</li> </ul>	3
Unit	<p><b>A4 Printer</b></p> <ul style="list-style-type: none"> <li>- All-in-One Printer w/ ADF SCAN, COPY, PRINT, WIFI, ETHERNET</li> <li>- A4 size</li> <li>- Includes all necessary labor, transport, unlimited ribbon supply, repair, replacement parts and conduct of regular preventive maintenance to ensure that the equipment is in good operating condition.</li> </ul>	15
Unit	<p><b>DOT MATRIX PRINTER</b></p> <ul style="list-style-type: none"> <li>- Narrow carriage 9-pin SIDM</li> <li>- High 357 CPS print speed at 12CPI</li> <li>- 10,000 power on hour MTBF</li> <li>- USB, Serial and Parallel ports</li> </ul>	2

Unit	Description	Quantity
	<p>- Includes all necessary labor, transport, unlimited ribbon supply, repair, replacement parts and conduct of regular preventive maintenance to ensure that the equipment is in good operating condition.</p>	
<i>Delivery Terms: On or before 31 January 2026</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. 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 **22 December 2025, 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
- 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:



OVPCOO-202512-BAC-095

**JANE THERESA G. TABALINGCOS**

BAC Chairperson