

RFQ NO.: 2019-042
RFQ TYPE: **Goods and Services**

DATE: 01 July 2019

REQUEST FOR QUOTATION

- The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2019 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **One Hundred Eighty Thousand Pesos (PhP 180,000.00)** for the Procurement of Venue Rental including Meals, Accommodation, Function Room and Other Materials for In-House Training for two (2) days and one (1) night as described below:

Unit	Item Description	Quantity
lot	<p>Venue, Accommodation, Function Room and Other Materials for In-House Training for two (2) days and one (1) night, 36 pax</p> <p>Day 1</p> <p style="margin-left: 20px;">- Check-in: Room reservation</p> <p>Meals:</p> <p style="margin-left: 20px;">Breakfast: (1) meat dish, (1) fish dish, (1) vegetable dish, rice, dessert: assorted fruits, overflowing coffee, tea or hot chocolate, bottled water</p> <p style="margin-left: 20px;">AM Snacks: pasta, fresh fruit juice, bottled water</p> <p style="margin-left: 20px;">Lunch: (1) meat dish, (1) fish dish, (1) vegetable dish, soup, rice, dessert: assorted fruits, fresh fruit juice/iced tea</p> <p style="margin-left: 20px;">PM Snacks: sandwich, fruit juice, bottled water</p> <p style="margin-left: 20px;">Dinner: (1) meat dish, (1) fish dish, (1) vegetable dish, soup, rice, dessert: assorted fruits, fresh fruit juice/iced tea, coffee, tea</p>	1

Unit	Item Description	Quantity
	<p>Function room: All equipment used for the event</p> <p>Day 2</p> <p>Breakfast: (1) meat dish, (1) fish dish, (1) vegetable dish, rice, dessert: assorted fruits, overflowing coffee, tea or hot chocolate, bottled water</p> <p>AM Snacks: Filipino kakanin, fresh fruit juice, bottled water</p> <p>Lunch: (1) meat dish, (1) fish dish, (1) vegetable dish, soup, rice, dessert: assorted fruits, fresh fruit juice/iced tea</p> <p>PM Snacks: halo-halo/ice cream dishes, fresh fruit juice/iced tea, bottled water</p> <p>Function room: all equipment used for the event</p>	

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. 9184.
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 **5 July 2019, 9:00 AM** to the address below:

LEA C. QUISOBEN-MAGUILAO, CPA, REA, REB
 Head, BAC Secretariat
 John Hay Management Corporation
 Cottage 627, Camp John Hay, Baguio City
 bac@jhmc.com.ph

6. The proposal/s shall contain the following:

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

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

7. 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:

(SGD) JANE THERESA G. TABALINGCOS
BAC Chairperson

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