

RFQ NO.: 2024-071
 RFQ TYPE: **Goods and Services**

DATE: 10 September 2024

REQUEST FOR QUOTATION

- 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) **Ninety-Five Thousand Pesos (PhP 95,000.00)** for the **Procurement of additional Corporate Email System and Collaborative Application Software** as described below:

Unit	Item Description	Quantity
lot	At least 10 Licenses for Business Standard - Advanced Malware & Phishing protection - Custom and secure business email - 150 participant video meetings + recording - 2 TB pooled storage per user** - Security and management controls - Standard Support (paid upgrade to Enhanced Support) - with orientation/training to all users	1

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. 9184.
- 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.
- Quotations must be delivered or emailed on or before **19 September 2024, 4:00 PM** 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
 - 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

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:


JANE THERESA G. TABALINGCOS
BAC Chairperson OVPCOO-202409-BAC-17

GDS-___/ SVP

Name and Signature	
Company Name	
Address	
Contact Number	
Date	