

RFQ NO.: 2025-003
RFQ TYPE: Goods and Services

DATE: 20 December 2024

REQUEST FOR QUOTATION

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2025 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) **Fifty-Five Thousand Pesos (PhP 55,000.00)** for the **Procurement of Catering Services for the CY 2024 Annual Performance Review** as described below:

Unit	Item Description	Quantity
lot	<p>PROCUREMENT OF CATERING SERVICES FOR THE CY 2024 ANNUAL PERFORMANCE REVIEW GOOD FOR 2 MEETINGS WITH 30 PAX EACH MEETING</p> <p><i>A. DAY 1</i> <i>Meals</i> <i>a. Pica-pica</i> <i>b. Overflowing Coffee</i> <i>c. AM Snacks (pastry dishes and canned/bottled fruit juice)</i> <i>d. Lunch Buffet:</i> <i>* one (1) soup dish</i> <i>* one (1) pork dish</i> <i>* one (1) chicken dish</i> <i>* one (1) fish dish</i> <i>* one (1) vegetables dish</i> <i>* rice</i> <i>* dessert</i> <i>* drinks: canned soda</i> <i>e. PM Snacks (kakanin and canned/bottled fruit juice)</i></p> <p><i>B. DAY 2</i> <i>Meals</i> <i>a. Pica-pica</i> <i>b. Overflowing Coffee</i> <i>c. AM Snacks (pastry dishes and canned/bottled fruit juice)</i></p>	1

Unit	Item Description	Quantity
	<p><i>d. Lunch Buffet:</i></p> <ul style="list-style-type: none"> * one (1) soup dish * one (1) pork dish * one (1) chicken dish * one (1) fish dish * one (1) vegetables dish * rice * dessert * drinks: canned soda <p><i>e. PM Snacks (kakanin and canned/bottled fruit juice)</i></p> <p><i>C. OTHER MATERIALS TO BE USED (e.g. one piece of 4ftx87ft size tarpaulin: design to be provided by JHMC)</i></p> <p><i>D. Provide a list of the proposed menu.</i></p> <p><i>E. Use eco-friendly materials.</i></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 **7 January 2025, 5:00 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:



OVPCOO-202412-BAC-61

JANE THERESA G. TABALINGCOS
BAC Chairperson

GDS-127/SVP