

RFQ NO.: 2025-014 A DATE: 3 February 2025

RFQ TYPE: Goods and Services PAP CODE: GDS-036

PROCUREMENT MODE: Shopping 52.1 (b)

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Name and Signature			
Company Name			
Address			
Contact Number			
Date Received			

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) Sixty-Four Thousand Nine Hundred Forty Pesos (PhP 64,940.00) for Procurement of Office Supplies & other materials for Barangay Segregation Program and BCDA Land Audit as described below:

Unit	Description	Quantity
ream	A4 Size Bond Paper	10
ream	A3 Size Bond Paper	2
рс	Records Storage Box (12" x 15") Color Blue	7
рс	Prepaid Cellular Card, 300	50
рс	USB Flash Drive (64gb)	4
рс	Stationery Box File Folder, Legal Size , Blue	5
pack	Specialty Paper for Certificates, 200gsm, A4, 100sheets	20
Pc.	Clearbook, Legal Size	400

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 Rule s 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 **11 February 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:

IANE THERESA G. TABALINGCOS

BAC Chairperson