

## **SCOPE OF SERVICES**

### **BREAST AND PROSTATE CANCER AWARENESS WALK AND TALK – October 19, 2018 (Friday) at the Bell House Driveway**

#### **1. Background**

The John Hay Management recognizes the fact that many Filipinos are in danger of cancer as supported by various studies done by the Department of Health and other medical studies. In consonance therewith, there is a must to keep everyone aware not only of its dangers but its signs and symptoms. Truly, early detection may save lives.

In the continuing adoption of JHMC-GAD activities as duly approved by the Board of Directors, the Breast Cancer Awareness is held every October of the year. However, this year, as part of the Gender and Development Programs for 2018 and as supported by the Board of Directors, the Prostate Cancer Awareness was integrated in the program. As originally planned, the Breast and Prostate Cancer Walk and Talk shall continue every October of the year. This year, it will be celebrated on the 19<sup>th</sup> of October, 2018.

#### **2. Objective**

The main purpose of this scope of services for catering services and other services which includes sound system, tables and chairs, decorations and physical arrangement and tokens of two (2) speakers is to properly implement the program on increasing the awareness of both internal and external stakeholders and to allow the parties to perform their respective functions.

#### **3. Coverage**

This shall cover catering services and other services. The other services, being, the inclusion of the sound system, tables and chairs, decorations and physical arrangement and tokens of two (2) speakers for the Breast and Prostate Cancer Awareness Walk and Talk on October 19, 2018. The acquisition of all shall be subject to the rules and procedures inculcated in the Procurement Act for the verification by the Bids and Awards Committee.

#### **4. Scope of Work**

##### **4.1 For JHMC - GAD**

- 4.1.1. Supervise in the implementation of the event.
- 4.1.2. Perform support functions for an orderly and organized implementation of the event.
- 4.1.3. Provide the master of ceremonies for the event.
- 4.1.4. Perform functions that may be necessary to the success of the implementation.
- 4.1.5. Payment of services rendered.

## **4.2 For the Caterer**

4.2.1. Propose and submit an RFQ.

4.2.2. Provide the following:

- i. Catering for 150 pax including Lunch and A. M. snacks.
- ii. Other Services such as sound System, Tables and Chairs, Decorations and Physical Arrangement and Tokens of two (2) speakers.
- iii. Perform other necessary functions for the betterment of the activity/ program.

## **5. Contract Duration**

5.1 The contract duration shall cease upon the performance of the obligation of the caterer on 19<sup>th</sup> of October and upon due payment for services rendered within 30 days from the actual date of the held activity.

## **6. Mode of Payment**

6.1 The caterer shall issue JHMC a Billing Statement corresponding to the work accomplished after having covered all elements essential thereto.

6.2 The final payment will only be made after the caterer was not in remiss of his/ her duties as provider.

## **7. Mode of Procurement**

The mode of procurement for the services shall be through Alternative Mode of Procurement (AMP)- Small Value Procurement (SVP).

## **8. Approved Budget for the Contract**

The approved budget for the contract as reflected in the CY 2018 APP is 100,000 pesos including taxes.

The budget should cover:

- 8.1 Catering Services;
- 8.2 Sound system and marching band;
- 8.3 Tables and Chairs;
- 8.4 Marching Band
- 8.5 Tokens of two (2) speakers.