

SCOPE OF WORKS

(Design and Production of Brochure-Map of Camp John Hay)

I. ANTECEDENTS/ BACKGROUND

1. The need to produce brochures- maps of Camp John Hay (CJH) based on tourists' feedback at the Historical Core area and JHMC's own observation, to guide tourists when entering CJH or as a reference material when planning to visit Baguio.
2. Further, this a tool to promote CJH with various places/ locators that could be explored and/or visited by the tourists and other stakeholders inside the Camp.
3. The procurement of the brochure-map is one (1) of the line items approved in the CY 2018 Corporate Operating Budget (COB) of the JHMC in the total amount of Two Hundred Thousand Pesos (PhP 100, 000.00).
4. The procurement is covered by **Section 53.9** in relation to item number **8** of Annex "**H**" in Republic Act No. 9184 and its IRR.

II. OBJECTIVES

The procurement aims to engage the services of the **WINNING BIDDER** capable of producing two thousand (2,000) pieces brochure maps of Camp John Hay that will be used by JHMC for promotional activities.

III. APPROVED BUDGET FOR THE PROCUREMENT

The budget for the procurement as reflected in the CY 2018 Corporate Operating Budget (COB) is **One Hundred Thousand Pesos (PhP 100,000.00)**, inclusive of applicable taxes.

IV. PERIOD OF COMPLETION

The engagement of the **WINNING BIDDER** shall commence in November 2018 and terminates upon the delivery of the brochure maps, subject to extension at the option of the **JHMC**.

V. DUTIES AND RESPONSIBILITIES

A. The WINNING BIDDER shall:

1. Produce the brochure maps with the following specifications:

- a. 8.5" by 13"- Legal;
 - b. Tri-fold design;
 - c. Full color back to back; and
 - d. C2S paper.
2. Seek the approval of JHMC for any changes in the original design provided by JHMC.
 3. Provide all the supplies and other necessary materials to produce the CJH brochure maps.
 4. Provide all the necessary documentation for payment such as but not limited to billing statement, SEC/ DTI registration etc., if applicable, within five (5) working days from the delivery of the brochure maps.

B. The JHMC shall:

1. Designate a point person who will work closely with the **WINNING BIDDER** regarding the brochure map contents or changes in the design/content.
2. Provide logistical requirements during the meetings, meeting venues, equipment (LCD projector, laptops, etc.), supplies, reproduction, *if necessary*; and
3. Ensure that the **WINNING BIDDER** is paid accordingly within the agreed period.

VI. REQUIREMENTS

1. The **WINNING BIDDER** shall submit to JHMC the following in accordance with the requirements stated under Republic Act No. 9184 and its revised IRR:
 - a. PhilGEPS Registration Number.
 - b. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the RIRR.

For individuals, only the BIR Certificate of Registration shall be submitted in lieu of the DTI Registration and Mayor's Permit.

c. Omnibus Sworn Statement.

2. All information received, reviewed and recorded by the **WINNING BIDDER** shall be treated in the strictest confidence at all times.
3. The **WINNING BIDDER** shall adhere to the agreed scope of services or deliverables as approved by **JHMC**. Changes in the agreed arrangements shall likewise be with the prior consent of **JHMC**.

VII. PAYMENT TERMS

The **WINNING BIDDER** shall be paid the amount of **One Hundred Thousand Pesos (PhP 100,000.00)**, inclusive of applicable taxes. The total contract price shall be paid within ten (10) working days reckoned from **JHMC**'s acceptance of the complete number of brochure maps with the duly accomplished billing statement or statement of account from the **WINNING BIDDER**.

VIII. EXPECTED OUTPUTS

The **WINNING BIDDER** shall undertake to deliver two thousand (2,000.00) pieces brochure-maps meeting the specifications provided by **JHMC**.

IX. CONTRACT TERM

The Winning Bidder upon signing of the contract shall deliver in full the requirement not later than 31 December 2018, subject to extension should the need be determined.

X. MODE OF PROCUREMENT

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

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