

**SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS AND SNACKS FOR  
THE ASSET DISPOSITION PROGRAM (ADP) COMMITTEE MEETINGS/ BIDDINGS  
FOR CY 2019**

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**I. BACKGROUND**

The John Hay Management Corporation (JHMC) Asset Disposition Program (ADP) Committee is designated to formulate and align the Terms of References (TOR) of the various properties of the Bases Conversion Development Authority (BCDA). The aim of the ADP Committee is to streamline a framework for the Annual Asset Disposition Plan. The committee's responsibility is to ensure that JHMC attains assets that are of value and are financially viable to retain. In line with this, procurement for meals during meetings of the Committee has been part of the Business Development Department's (BDD) allocated budget for 2019.

**II. OBJECTIVES**

The objective of the procurement is to procure the services of a provider who would deliver the following:

- a. Provide the meals and snacks during the various asset disposition activities whenever necessary; and
- b. Deliver the services between June to December 2019.

**III. DURATION OF THE CONTRACT**

The contract shall be for a period of seven (7) months effective upon the signing of job order.

**IV. NUMBER OF INSTANCES**

For CY 2019, there will be sixteen (16) instances, asset disposition meetings, biddings and related- activities to which meals and snacks would be required.

**V. APPROVED BUDGET**

<b>PROCURABLE ITEMS</b>	<b>PAP CODE</b>	<b>BUDGET (in Php)</b>
Meals and Snacks for the ADP Committee Meetings and Biddings for CY 2019	GDS 96	200,000.00
<b>Total</b>		<b>200,000.00</b>

The menu plan is herewith attached as Annex "A".

## **VI. MODE OF PAYMENT**

JHMC shall pay the Winning Bidder for services rendered in the amount on a staggered basis within fifteen (15) working days from the submission of the charge invoice for the services rendered.

## **VII. OTHER TERMS AND CONDITIONS**

1. The approved budget is inclusive of Twelve Percent (12 %) VAT and delivery services.
2. JHMC shall provide the venue and waive regulatory permits, if needed, during the period.

## **VIII. MODE OF PROCUREMENT**

The approved mode based on the CY 2019 Annual Procurement Plan (APP) is Small Value Procurement.

## ANNEX “A”

### MENU PLAN

#### I. BREAKFAST

Beef Tapa  
Daing na Boneless Bangus  
Longganisa  
Scrambled Egg with Bell Pepper and Ham  
Vegetable Salad  
Pandesal with Peanut Butter, Jam and Butter  
Fried Rice  
Sliced Pakwan, Banana & Melon  
Lemon Juice

#### II. MORNING SNACKS

Baked Macaroni  
Garlic Bread  
Spaghetti  
French Fries  
Coleslaw Salad  
Soda

#### III. LUNCH

Beef Teriyaki  
Breaded Chicken  
Oriental Vegetable  
Plain Rice  
Bottled Water / Orange Juice

#### IV. AFTERNOON SNACKS

Mixed Nuts  
Chips  
Puto  
Cassava Cake  
Pansit Sotanghon  
Buko Juice

\* With free-flowing brewed coffee and hot/cold drinking water during the entire day

\*\* The menu may be changed for each activity for equal cost or value.