

## SECRETARY'S CERTIFICATE

REPUBLIC OF THE PHILIPPINES) Sc.

Baguio City)

I, **TEDDY ESTEBAN F. RIGOROSO**, of legal age, married, with office address at the Rigoroso Galindez and Rabino Law Offices, 901 Fil Garcia Tower, 140 Kalayaan Avenue, Diliman, Quezon City, Metro Manila, Philippines, being the Corporate Secretary of JHMC, after having been duly sworn in accordance with law, hereby CERTIFY, that during the 237<sup>th</sup> Special Meeting of the JHMC Board of Directors held on September 23, 2019 in the Arayat Room, BCDA, 9<sup>th</sup> Floor One West Aeropark, Gatwich Gateway, Clark Global City, Clarkfield, Pampanga, where a quorum was present, upon motion made and duly seconded, the Board passed and approved the following resolution:

*John Hay Management Corporation  
Board Resolution No. 2019-0923-210*

Resolve, as it is hereby **resolved**, that the **John Hay Management Corporation ("JHMC") Board of Directors** hereby **approves** the Indicative Annual Procurement Plan for Non-Common Supplies and Equipment for CY 2020; and

Resolved, finally, that this Resolution shall take effect immediately on September 23, 2019 and shall supersede all prior JHMC resolutions, instructions, memoranda, circulars, or instruments inconsistent herewith.


This certification is subject to the final approval of the Minutes of the September 23, 2019 JHMC Board meeting.

IN WITNESS WHEREOF, I have set my hand this 30<sup>th</sup> day of Sept 2019 in Baguio City.

**ATTY. TEDDY ESTEBAN F. RIGOROSO**  
Corporate Secretary

**SUBSCRIBED AND SWORN TO** before me this 30<sup>th</sup> day of September 2019 in Baguio City,  
affiant exhibiting to me his IBP Identification Card No. 42240.

Doc No.: 59  
Page No.: 13  
Book No.: 1  
Series of 2019

  
**ATTY. MARY ELLEN S. GABUHAT**  
Notary Public For and in Baguio City  
Notarial Commission until December 31, 2020  
PTR No. 021546; Baguio City; 01/30/2019  
PTR No. 4139136; Baguio City; 02/01/2019  
MCLB Compliance No. VI-000-0316 valid until 04/18/22  
Roll of Attorneys No. 65866

**JOHN HAY MANAGEMENT CORPORATION**  
**INDICATIVE ANNUAL PROCUREMENT PLAN FOR CY 2020**  
**(NON-COMMON SUPPLIES and EQUIPMENT)**

REQUIRED BUDGET							PROCUREMENT TIMELINE												
PAP CODE	GENERAL DESCRIPTION	QTY/	UNIT COST	TOTAL COST	MODE	IMPLEMENTI	J	F	M	A	M	J	J	A	S	O	N	D	REMARKS
A. INFRASTRUCTURE PROJECTS																			
INFRA 01	Renovation of two ( 2) damaged stations - Kadaklan Control Point and Ranger Station, to include establishment of restrooms	1	500,000.00	500,000.00	PB	SSD													Annex F-12 (Renovation of Guardhouses)
INFRA 02	Renovation and Extension of the Guard House at Camper 1	1	300,000.00	300,000.00	PB	SSD													Annex F-12 (Renovation of Guardhouses)
INFRA 03	Renovation of Gates 1, 2 & 4 - to include installation of an inspection bay	1	2,100,000.00	2,100,000.00	PB	SSD													Annex F-12 (Renovation of the existing gates within the Special Economic Zone)
INFRA 04	Fencing of Historical Core (Historical Core and Manor boundary)	1	700,000.00	700,000.00	PB	BDD													Annex F-12 (Improvement of Historical Core Facilities & CJH Trails)
INFRA 05	Phase 3 Rehabilitation of Bell House	1	6,000,000.00	6,000,000.00	PB	EAMD-PMD													Annex H
INFRA 06	Concrete walls and steel fences from Brgy Scout Barrio to VOA Gate	1	2,500,000.00	2,500,000.00	PB	SSD													Annex H (Strengthen and reinforce existing perimeter fences or construct additional security barriers)
INFRA 07	Slope Protection at Barangay Hillside	1	1,000,000.00	1,000,000.00	PB	EAMD-PMD													Annex H
	TOTAL INFRASTRUCTURE PROJECTS			13,100,000.00															
B. CONSULTING SERVICES																			
CON 01	Third Party Customer Satisfaction Feedback Validation	1	300,000.00	300,000.00	SVP	CRO													Annex F-7 (includes survey & data gathering)
CON 02	Design and Development of Environment and Forest Management	1	2,000,000.00	2,000,000.00	PB	ASD-ICTD													Annex F-7 (included in JHMC 2020 PES; Continual improvement of JHMC business and operation processes through ICT)





REQUIRED BUDGET						PROCUREMENT TIMELINE														REMARKS
PAP CODE	GENERAL DESCRIPTION	QTY/	UNIT COST	TOTAL COST	MODE	IMPLEMENTI	J	F	M	A	M	J	J	A	S	O	N	D		
CON 03	Appraisal of available BCDA land for disposition.	1	300,000.00	300,000.00	SVP	BDD													Annex F-7 (Long- Term Asset Disposition of BCDA Assets 08/08/2019 2020 Plan: VOA 9, Mile-Hi, Waffle House, Area 1, Historical Core (Portion))	
CON 04	On-call Mechanical & Sanitary Engineer	1	360,000.00	360,000.00	SVP	EAMD-PMD													Annex F-8 (Enforcement of the National Building Code of the Phil. (P.D.1096) within the JHSEZ)	
	TOTAL CONSULTING SERVICES			2,960,000.00																
C. GOODS (including Services)																				
	VARIOUS SUPPLIES, MATERIALS AND SEMI-EXPENDABLE FURNITURE, FIXTURES, MACHINERY AND EQUIPMENT																			
GDS 01	Common Supplies and Equipment (CSE)		2,350,000.00	2,350,000.00	Agency to Agency (DBM-PS); PB; DC; 52.1.a; 52.1.b; SVP	ASD-GSD	as the need arises												Annex F-2; various office supplies and materials; medicines; books; drinking water; machinery, equipment, furniture and fixtures costing less than P15,000.00 per capital threshold	
	Common Supplies and Equipment (CSE) NOT AVAILABLE AT DBM-PS																			
GDS 02	Other office supplies, materials and semi-expendable machinery, equipment, furniture and fixtures for locators at the CCA		200,000.00	200,000.00	DC; 52.1.a; 52.1.b; SVP	SEZAD	as the need arises												Annex F-2; includes accountable forms; PVC ID card; IDP printer ribbon; 4-seater gang chair, table and chairs costing less than P15,000.00 per capital threshold	
GDS 03	Semi-expendable machinery, equipment, furniture, fixtures, supplies and materials for BCDA Cottages & VOA Loghomes		100,000.00	100,000.00	52.1.a; 52.1.b; SVP	ASD-GSD	as the need arises												Annex F-2; includes drinking water and other cottage supplies and amenities	
GDS 04	Waste Collection Bins	1	100,000.00	100,000.00	SVP	BC													Annex F-2; 5 sets	
GDS 05	Construction and Other Supplies, Tools and Materials for CUSA-paying locators		100,000.00	100,000.00	52.1.a; 52.1.b; SVP	BC	as the need arises												Annex F-2	
GDS 06	Supplies and Materials for Organized bazaars at the Liberty Loop and Historical Core	1	100,000.00	100,000.00	52.1.b	BDD													Annex F-16	
GDS 07	Tree markers for the Adopt-A-Tree Project	1	75,000.00	75,000.00	SVP	BDD													Annex F-16	

PAP CODE	GENERAL DESCRIPTION	QTY/	REQUIRED BUDGET			MODE	IMPLEMENTI	PROCUREMENT TIMELINE														REMARKS
			UNIT COST	TOTAL COST				J	F	M	A	M	J	J	A	S	O	N	D			
GDS 08	Supplies and materials for the maintenance of the Lactation Station	1	37,000.00	37,000.00	52.1.b	GAD														Annex F-20		
GDS 09	Laptops	1	340,000.00	340,000.00	52.1.b	ASD-ICTD														Annex H; 2units @60k and 3units @80k		
GDS 10	Desktop Computers	2	50,000.00	100,000.00	52.1.b	ASD-ICTD														Annex H		
GDS 11	Scanners, heavy duty	2	60,000.00	120,000.00	52.1.b	ASD-ICTD														Annex H		
GDS 12	Monochrome printer (heavy duty)	1	60,000.00	60,000.00	52.1.b	ASD-ICTD														Annex H		
GDS 13	A3 Printers	6	20,000.00	120,000.00	52.1.b	ASD-ICTD														Annex H		
GDS 14	Uninterruptible Power Supply (Rack Type)	2	60,000.00	120,000.00	52.1.b	ASD-ICTD														Annex H		
GDS 15	Server Rack Cabinet	1	60,000.00	60,000.00	52.1.b	ASD-ICTD														Annex H		
GDS 16	Computer Server	1	200,000.00	200,000.00	52.1.b	ASD-ICTD														Annex H		
GDS 17	Refrigerator 8 cu/ft	1	20,000.00	20,000.00	52.1.b	SEZAD														Annex H		
GDS 18	Steel Cabinets	3	20,000.00	60,000.00	52.1.b	SEZAD														Annex H		
GDS 19	Typewriter -Electric	1	30,000.00	30,000.00	52.1.b	SEZAD														Annex H		
GDS 20	Fax Machine	1	35,000.00	35,000.00	52.1.b	SEZAD														Annex H		
GDS 21	ID Machine with QR code and peripherals	1	150,000.00	150,000.00	52.1.b	SEZAD														Annex H		
GDS 22	Android cellphone compatible for Lawin system	5	20,000.00	100,000.00	52.1.b	SSD														Annex H		
GDS 23	3 units Photocopying Machine	1	500,000.00	500,000.00	DC	ASD-GSD														Annex H		
GDS 24	Concrete Chipper, heavy duty, big	1	30,000.00	30,000.00	52.1.b	ASD-GSD														Annex H		
	TRANSPORTATION EQUIPMENT																					
GDS 25	Motorcyle	2	150,000.00	300,000.00	SVP	ASD-GSD														Annex H; for use of SSD		
	COMMUNICATION-RELATED EXPENSES																					
GDS 26	Webhosting	1	60,000.00	60,000.00	SVP	ASD-ICTD														Annex F-4		
GDS 27	Domain Name	1	2,000.00	2,000.00	SVP	ASD-ICTD														Annex F-4		
GDS 28	SSL Certificate	1	18,000.00	18,000.00	SVP	ASD-ICTD														Annex F-4		
GDS 29	Corporate Email subscription	1	220,000.00	220,000.00	DC	ASD-ICTD														Annex F-4; 70 users		
GDS 30	Autodesk Collection Apps	1	400,000.00	400,000.00	DC	ASD-ICTD														Annex F-4; 3 users		
GDS 31	Anti-virus software	1	60,000.00	60,000.00	SVP	ASD-ICTD														Annex F-13; 70 users		
	OTHER VARIOUS SERVICES																					
GDS 32	Disposal of Hazardous Wastes	1	400,000.00	400,000.00	SVP	EAMD-EMD														Annex F-9; HWM		
GDS 33	Lumberjack Services	1	775,000.00	775,000.00	SVP	EAMD-EMD														Annex F-9; Forest Mgmt		
GDS 34	Gardening Services	1	794,000.00	794,000.00	PB	EAMD-EMD														Annex F-9		
GDS 35	General Forest Care	1	611,000.00	611,000.00	PB	EAMD-EMD														Annex F-9		
GDS 36	Siphoning services	1	150,000.00	150,000.00	SVP	ASD-GSD														Annex F-9		
GDS 37	Solid Waste Collection services	1	240,000.00	240,000.00	SVP	ASD-GSD														Annex F-9		
GDS 38	Janitorial Services: Contract for 9 janitors (including supplies)	1	1,900,000.00	1,900,000.00	PB	ASD-GSD														Annex F-10		
GDS 39	Janitorial Services: Ground maintenance - CUSA	1	612,000.00	612,000.00	SVP	BC														Annex F-10		
GDS 40	Cottage Laundry Services: JHMC Office Complex (Cottage 629)	1	480,000.00	480,000.00	SVP	ASD-GSD														Annex F-11		



REQUIRED BUDGET						PROCUREMENT TIMELINE														
PAP CODE	GENERAL DESCRIPTION	QTY/	UNIT COST	TOTAL COST	MODE	IMPLEMENTI	J	F	M	A	M	J	J	A	S	O	N	D	REMARKS	
GDS 41	Pest and Termite Control Application Services at the BCDA & JHMC Cottages, Bellhouse, CCA and VOA loghomes	1	250,000.00	250,000.00	SVP	ASD-GSD													Annex F-12	
	REPAIRS AND MAINTENANCE OF FURNITURE, FIXTURES, EQUIPMENT AND OTHER MOVABLE PROPERTIES																			
GDS 42	Rehabilitation of existing equipment & fixtures		150,000.00	150,000.00	52.1.a; 52.1.b; SVP	ASD-GSD	as the need arises													Annex F-13
GDS 43	Repairs, replacements or upgrades of ICT equipment		250,000.00	250,000.00	52.1.a; 52.1.b; SVP	ASD-ICTD	as the need arises													Annex F-13
GDS 44	Repairs, replacements or upgrades of BCDA equipments		50,000.00	50,000.00	52.1.a; 52.1.b; SVP	ASD-GSD	as the need arises													Annex F-13
GDS 45	Updating of the Document Management System	1	150,000.00	150,000.00	DC	ASD-ICTD													Annex F-13	
GDS 46	Repair and Maintenance of JHMC Official Motor Vehicles		1,650,000.00	1,650,000.00	52.1.a; 52.1.b; SVP; DC	ASD-GSD	as the need arises													Annex F-14
	REPAIRS AND MAINTENANCE OF VARIOUS JHMC & BCDA FACILITIES																			
GDS 47	Services, supplies and materials for the restoration of epitaphs at the Cemetery of Negativism (1 and 2)	1	500,000.00	500,000.00	SVP	BDD													Annex F-12 (Improvement of Historical Core Facilities & CJH Trails)	
GDS 48	Services, supplies and materials for the restoration/ landscaping of the Secret Garden	1	500,000.00	500,000.00	SVP	BDD													Annex F-12 (Improvement of Historical Core Facilities & CJH Trails)	
GDS 49	Services, supplies and materials for the construction and installation of benches/ picnic tables at the History Trail and Secret Garden	1	400,000.00	400,000.00	SVP	BDD													Annex F-12 (Improvement of Historical Core Facilities & CJH Trails)	
GDS 50	Services, supplies and materials for the installation of signages (street, warning, parking, etc.) leading to the Historical Core and additional signages along the CJH Trails	1	800,000.00	800,000.00	SVP	BDD													Annex F-12 (Improvement of Historical Core Facilities & CJH Trails)	
GDS 51	Repairs and maintenance of Historical Core Areas and CCA		300,000.00	300,000.00	52.1.b	ASD-GSD	as the need arises													Annex F-12
GDS 52	Various tools, equipment, machinery, construction materials and supplies for the improvement of the work station area of the drivers and maintenance personnel at the Carport	1	150,000.00	150,000.00	52.1.b	ASD-GSD													Annex F-12	
GDS 53	Various tools, equipment, machinery, construction materials and supplies for the rehabilitation of Bellhouse Warehouse 1	1	150,000.00	150,000.00	52.1.b	ASD-GSD													Annex F-12	



PAP CODE	GENERAL DESCRIPTION	QTY/	REQUIRED BUDGET		MODE	IMPLEMENTI	PROCUREMENT TIMELINE												REMARKS
			UNIT COST	TOTAL COST			J	F	M	A	M	J	J	A	S	O	N	D	
GDS 54	Repairs and maintenance of JHMC Cottages		150,000.00	150,000.00	52.1.a; 52.1.b; SVP	ASD-GSD													Annex F-12
GDS 55	Repair and Maintenance of Ranger Stations, Control Points & Guard Houses		150,000.00	150,000.00	52.1.a; 52.1.b; SVP	ASD-GSD													Annex F-12
	<b>LEASE OF VENUE FOR VARIOUS ACTIVITIES</b>																		
GDS 56	R.A. 9184	1	400,000.00	400,000.00	LRPV	ASD-HRSD													Annex F-1
GDS 57	Data Privacy Act	1	200,000.00	200,000.00	LRPV	ASD-HRSD													Annex F-1
GDS 58	Safety & Security-related knowledge	1	180,000.00	180,000.00	LRPV	ASD-HRSD													Annex F-1
GDS 59	Legal Awareness Seminar/Lecture series	1	100,000.00	100,000.00	LRPV	ASD-HRSD													Annex F-1
GDS 60	Lease of Venue, including accommodation and meals for the Conduct of the Operations Planning	1	264,000.00	264,000.00	LRPV	CPU													Annex F-1
GDS 61	Lease of Venue, including accommodation and Meals for the Conduct of the Departmental Planning	1	176,000.00	176,000.00	LRPV	CPU													Annex F-1
GDS 62	Lease of Venue, including accommodation and Meals for the Quarterly Performance Review	4	90,000.00	360,000.00	LRPV	CPU													Annex F-1
GDS 63	Teambuilding Activities	1	450,000.00	450,000.00	LRPV	ASD-HRSD													Annex F-22
GDS 64	Training of JHMC Women Employees	1	70,000.00	70,000.00	LRPV	GAD													Annex F-20
GDS 65	Establishment of the Violence Against Women (VAW) Referral System	1	100,000.00	100,000.00	LRPV	GAD													Annex F-20
GDS 66	Board and Committee Meetings in Baguio City	1	320,000.00	320,000.00	LRPV	OCS													Annex G: 8 instances
GDS 67	Public & Media Relations Activities	1	400,000.00	400,000.00	LRPV	CRO													Annex F-18
GDS 68	Press Conferences/Kapihan (Major Issues/ Land-Related Issues)	1	400,000.00	400,000.00	LRPV	CRO													Annex F-18
	<b>VARIOUS CATERING SERVICES FOR JHMC ACTIVITIES</b>																		
GDS 69	Camp John Hay Anniversary	1	200,000.00	200,000.00	SVP	CRO													Annex F-21
GDS 70	Quarterly Locators' Meeting	1	270,000.00	270,000.00	SVP	SEZAD													Annex F-17
GDS 71	Asset Disposition	1	200,000.00	200,000.00	SVP	BDD													Annex F-17
GDS 72	Women Health Development	1	80,000.00	80,000.00	SVP	GAD													Annex F-20
GDS 73	Women's Month Celebration	1	100,000.00	100,000.00	SVP	GAD													Annex F-20
GDS 74	JHMC Anniversary Program	1	150,000.00	150,000.00	SVP	ASD-HRSD													Annex F-22
GDS 75	JHMC Year End Activities	1	500,000.00	500,000.00	SVP	ASD-HRSD													Annex F-22
	<b>TOTAL GOODS AND SERVICES</b>			<b>22,649,000.00</b>															

**TOTAL INFRASTRUCTURE PROJECTS**

**13,100,000.00**

**TOTAL CONSULTING SERVICES**

**2,960,000.00**

**TOTAL GOODS AND SERVICES**

**22,649,000.00**

**TOTAL PROCURABLES FOR CY 2019**

**38,709,000.00**

Consolidated by:

LEA C. QUISOBEN-MAGUILAG, CPA, REA, REB  
HEAD, BAC Secretariat

Certified by:

JANE THERESA G. TABALINGCOS  
CHAIRPERSON, Bids and Awards