

**SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE ASSET DISPOSITION PROGRAM (ADP) COMMITTEE MEETINGS/ ACTIVITIES IN CY 2020**

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**I. BACKGROUND**

The John Hay Management Corporation (JHMC) Asset Disposition Program (ADP) was composed by the BCDA-JHMC Joint ADP Committee who is designated to dispose and draft the Terms of References (TOR) of the various properties of the Bases Conversion Development Authority (BCDA) within the John Hay Special Economic Zone (JHSEZ), Baguio City.

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 and activities of the ADP has been part of the Business Development Department's (BDD) CY 2020 Project Procurement Management Plan (PPMP) that was approved in the approved Corporate Operating Budget (COB) for the year.

**II. OBJECTIVE/S**

The objective of the procurement is to procure the services of a single provider who would deliver the meals and/or snacks during meetings, biddings and other activities of the ADP Committee within the year.

**III. DURATION OF THE CONTRACT**

The contract shall be for a period of seven (7) months effective from the signing of job order covering the months of June to December 2020.

**IV. NUMBER OF INSTANCES**

Approximately, there will be twenty (20) instances of asset disposition meetings, biddings and ADP related- activities to which meals and snacks would be required. The services of the winning bidder shall be coordinated at least three (3) days prior to each activity.

**V. APPROVED BUDGET**

<b>PROCURABLE ITEM</b>	<b>PAP CODE</b>	<b>BUDGET (in Php)</b>
Meals and Snacks for the ADP Committee Meetings and Biddings for CY 2020	To be provided by the BAC Secretariat as soon as the same is available.	200,000.00
<b>Total</b>		<b>200,000.00</b>

The menu plan is herewith attached in detail as Annex “A”.

**VI. MODE OF PAYMENT**

JHMC shall pay the Winning Bidder the amount for the services rendered on a staggered basis; and within fifteen (15) working days from the receipt of the Charge Invoice, Billing Statement or Statement of Account, whichever is applicable.

**VII. OTHER TERMS AND CONDITIONS**

1. The Approved Budget for the Contract is inclusive of applicable taxes, delivery and other charges.
2. JHMC shall provide the venue for each activity.
3. The Winning Bidder shall be responsible for securing applicable regulatory permits, if required, during the period.
4. There will be a minimum of ten (10) participants in each instance.
5. JHMC follows the existing government financial policies, laws, rules and regulations for this procurement.

**VIII. MODE OF PROCUREMENT**

The approved mode based on the CY 2020 Annual Procurement Plan (APP) is Small Value Procurement (SVP).

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## 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 / Fresh Orange Juice

### IV. AFTERNOON SNACKS

Mixed Nuts  
Chips  
Puto  
Cassava Cake  
Pansit Sotanghon  
Buko Juice

### V. STANDARDS OF SERVICE

- a. With free-flowing brewed coffee and purified hot/cold drinking water with ice during the entire day;
- b. The menu may be changed for each activity for equal cost or value or recommendation by the service provider.
- c. Complete provision of set-up service including ingress and egress of food and beverage service equipment/ materials.
- d. Buffet table and chairs with seat covers.
- e. Waiters and/or food attendants in proper uniform.
- f. Specific menu may be requested to a certain number of participants due to food "allergies" from the standard menu provided above.