

SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE MEETINGS, COORDINATION ACTIVITIES, RUNS AND OTHER EVENTS FOR CY 2022

I. BACKGROUND

The John Hay Management Corporation (JHMC) Business Development Department (BDD) programmed meetings, coordination activities, runs and other similar activities for Calendar Year 2022.

In line with this, procurement for meals during meetings and activities of the BDD has been part of the BDD's CY 2022 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, coordination activities, runs and other similar activities of the BDD within the year.

III. DURATION OF THE CONTRACT

The contract shall be for a period of ten (10) months effective from the signing of job order covering the months of March to December 2022.

IV. NUMBER OF INSTANCES AND BUDGET

For CY 2022, there will be several instances of BDD meetings, coordination activities, runs and other tourism-related activities to which meals and snacks would be required. The services of the winning bidder shall be coordinated by the BDD at least one (1) day prior to each activity.

PARTICULARS	COST per Meal or Snacks (in Php)	NO. OF PAX	AMOUNT (in Php)
Meals (Breakfast, Lunch or Dinner)	300.00	170	51,000.00
Snacks (Morning or Afternoon)	150.00	260	39,000.00
Total			90,000.00

V. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	BUDGET (in Php)
Meals and Snacks for the meetings, coordination activities, runs and other related-activities CY 2022	GDS-79	90,000.00
Total		90,000.00

The sample menu plan with standards of service 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**. Salient activities such as placement of orders by JHMC, issuance of the Billing Statement, Charge Invoice, and/or Statement of Account by the Winning Bidder and the estimated date of cheque availability by JHMC is provided in the table below:

JHMC Placement of Orders				Billing Statement Issuance Date from Winning Bidder	Estimated date of cheque availability from JHMC
Year	Period	From	To		
2022	Quarter 1	01-Mar-22	31-Mar-22	31-Mar-22	Twenty (20) business/ working days from the receipt of the Billing Statement, Charge invoice and/or Statement of Account with complete attachment.
	Quarter 2	01-Apr-22	30-Jun-22	30-Jun-22	
	Quarter 3	01-Jul-22	30-Sep-22	30-Sep-22	
	Quarter 4	01-Oct-22	31-Dec-22	31-Dec-22	

VII. OTHER TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) 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 five (5) 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 2022 Annual Procurement Plan (APP) is Small Value Procurement (SVP).

ANNEX “A”

SAMPLE MENU PLAN

Set	Breakfast	AM Snack	Lunch	PM Snack	Dinner
A	Longganisa Vegetable Omelet Rice Sliced Melon Coffee	Club Sandwich Potato Chips Iced Tea Coffee	Fried Chicken Young Corn Guisado Beef Caldereta Rice Buko Pandan Soft drinks and Coffee	Fettuccine Carbonara Cinnamon Roll Mango-Orange Juice Coffee	Korean BBQ w/ Bean Sprouts Baked Chicken Pastel Lumpiang Sariwa Rice Fresh Fruits Mango Iced tea & Coffee
B	Chicken Tocino Sunny-Side Up Rice Sliced Papaya Coffee	Special Ensaymada Camote Fries Pineapple Juice Coffee	Kare-kare with Alamang Sinaing na Bangus Special Laing na Ubod Rice Leche Flan Soft drinks and Coffee	Sotanghon Guisado Puto Sago-Gulaman Coffee	Caderetang Manok Hamonado Pinakbet w/ Bagnet Rice Mango Jello Green Iced tea & Coffee
C	Daing na Bangus Poached Egg Rice Banana Rice Coffee	Goto Tokwa't Baboy Dalandan Juice Coffee	Roast Pork with Gravy Chicken Alexander Crispy Canton Rice Tropical Salad Soft drinks and Coffee	Spaghetti Garlic Bread Red Iced Tea Coffee	Fish with Tofu in Oyster Sauce Menudo Mixed Vegetables Rice Fruit Salad Soft drinks & Coffee
D	Corned Beef Hash Hotdog Omelet Rice Banana Coffee	Cheesedog Sandwich Potato Fries Mango Juice Coffee	Chinese Asado Fish Fillet in Warm Salad Scallops and Broccoli Rice Almond w/ Lychee Soft drinks & Coffee	Baked Macaroni Cheese Roll Pine-Orange Juice Coffee	Lengua in White Sauce Chicken ala Kiev in Lemon Butter Tofu Steak w/ Meaty Shitake Sauce Rice Maja Blanca Mango Juice & Coffee

S et	Breakfast	AM Snack	Lunch	PM Snack	Dinner
E	Tocino Scrambled Egg Rice Sliced Watermelon	Ham & Egg Sandwich Molo Soup Pineapple- orange Juice Coffee	Grilled Tuna Belly Beef with Ampalaya Chicken Inasal Rice Saba Con Yelo Soft drinks & Coffee	Pancit Canton Spanish Bread Lemonade Coffee	Spicy Spareribs Buttered Vegetables Lemon Chicken Sliced Chocolate Cake Roll Rice Soft drinks & Coffee
F	Beef Tapa Sunny-Side up Rice Banana Coffee	Tuna Salad Sandwich Lomi Soup Cassava Chips Coffee	Pork Mechado Dinengdeng Adobong Manok sa Gata Oriental Fruit Medley Rice Soft drinks & Coffee	Miki Bihon Guisado Chicken Sandwich Green Iced Tea Coffee	Grilled Blue Marlin Buttered Vegetables Lemon Chicken Sliced Chocolate Cake Roll Rice Soft drinks & Coffee
G	Buttered Fish Fillet Steamed Vegetables Rice Sliced Papaya Coffee	Special Empanada Corn Soup Sago't Gulaman Coffee	Salt and Pepper Squid Chinese Chopsuey Tuna Casserole Fruits in Season Rice Soft drinks & Coffee	Palabok Puto Lemon Iced Tea Coffee	Camaron Rebosado Fish Fillet in Warm Salad Squash w/ String Beans Mango Jello Rice Soft drinks & Coffee
H	Chicken Pork Adobo Boiled Egg w/ Tomato Rice Banana Coffee	Cheeseburger Sandwich Ketchup Fries Orange Juice Coffee	Chicken Teriyaki Lomi Noodle Soup Sweet and Sour Pork Fruit Salad Rice Soft drinks & Coffee	Pasta Puttanesca Pesto Bread Melon Juice Coffee	Beef Morcon Stir Fried Chayote w/ Green Peas Fish Florentine Special Bibingka Rice Fruit Juice and Coffee

I. 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.