

SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS FOR VARIOUS MEETINGS OF SCOUT BARRIO HOUSING PROJECT (SBHP): AAC, EXECOM AND PMO

I. BACKGROUND

The John Hay Management Corporation (JHMC) Land and Asset Management Division (LAMD) programmed meetings, committee meetings, and other similar activities for the Scout Barrio Housing Project for the Calendar Year 2022.

The procurement of meals during meetings and activities of the SBHP has been earmarked in the approved Corporate Operating Budget (COB) for the year and in the LAMD's WFP and Project Procurement Management Plan (PPMP), respectively.

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, committee meetings, and other similar activities related to SBHP 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 2022.

IV. NUMBER OF INSTANCES AND BUDGET

For CY 2022, there will be several instances of SBHP – related meetings, committee meetings, and other similar activities in 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.

Particulars	Cost (Php)	No. of Pax	TOTAL (Php)
Meals (<i>Breakfast, Lunch or Dinner</i>)	300	150	45,00.00
Snacks (<i>Morning or Afternoon</i>)	150	100	15,000.00
TOTAL			60,000.00

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V. APPROVED BUDGET

Procurable Item	PAP Code	Budget (In Php)
Procurement of meals for the various meetings of Scout Barrio Housing Project: AAC, Executive Committee, and PMO	GDS - 66	60,000.00

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. MODE OF PROCUREMENT

The approved mode based on the CY 2022 Annual Procurement Plan (APP) is Small Value Procurement (SVP).

VIII. 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/meetings.**
5. JHMC follows the existing government financial policies, laws, rules and regulations for this procurement.

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MENU PLAN

Morning Snacks

A	B	C
Pasta Dish	Sandwich	Native Delicacies (ex. Biko, Puto & Kutsinta)
French Fries	Camote Fries	Eggpie/Fruit Pie
Soda	Fruit Juice	Bottled Water

Breakfast, Lunch, or Dinner

A	B	C
Chicken Inasal	Bicol Express	Beef Teriyaki
Bangus Sisig	Stuffed Squid	Assorted Seafood with Salsa
Chopsuey	Pinakbet	Lumpiang Ubod
Plain Rice	Plain Rice	Plain Rice
Fruits in Season	Cup Cakes/Macaroons	Fruit Salad
Bottled Water	Bottled Water	Bottled Water

Afternoon Snacks

A	B	C
Native Delicacies (ex. Cassava Cake & Bibingka)	Potato Salad	Ensaymada
Choco Fudge Bar	Garlic Bread	Turon
Fruit Juice	Soda	Bottled Water

STANDARDS OF SERVICE

- a. No to single-use utensils (ie, plastic spoons, cups,), styrofoams.

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JHMC

JOHN HAY MANAGEMENT CORPORATION
a member of The **BCDA** Group



- b. With free-flowing brewed coffee and purified hot/cold drinking water during the entire day, applicable for meetings with at least 25pax participants;
- c. The menu may be changed for each activity for equal-cost or value or recommendation by the service provider;
- d. Complete provision of set-up service including ingress and egress of food and beverage service equipment/ materials.
- e. Buffet table and chairs with seat covers; applicable for meetings with at least 25pax participants
- f. Specific menu may be requested for a certain number of participants due to food "allergies" from the standard menu provided above.

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