

SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE MEETINGS, COORDINATION ACTIVITIES, RUNS AND OTHER EVENTS FOR CY 2023

I. BACKGROUND

The John Hay Management Corporation (JHMC) Business Development Department (BDD) programmed meetings, coordination activities, runs and other similar activities for Calendar Year 2023.

In line with this, procurement for meals during meetings and activities of the BDD has been part of the BDD's CY 2023 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 eleven (11) months effective from the signing of purchase/job order covering the months of February to December 2023.

IV. NUMBER OF INSTANCES AND BUDGET

For CY 2023, 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/Snacks (in Php)	NO. OF PAX	AMOUNT (in Php)
Meals (Breakfast, Lunch or Dinner)	Php 300.00	300	90,000.00
Snacks (Morning or Afternoon)	Php 150.00	400	75,000.00
Total			150,000.00

V. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	BUDGET (in Php)
Meals and Snacks for the meetings, coordination activities, runs and other related-activities CY 2023	GDS-110	150,000.00
Total		150,000.00

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:

Year	JHMC Placement of Orders			Billing Statement Issuance Date from Winning Bidder	Estimated date of cheque availability from JHMC
	Period	From	To		
2023	Quarter 1	01-Feb-23	31-Mar-23	31-Mar-23	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-23	30-Jun-23	30-Jun-23	
	Quarter 3	01-Jul-23	30-Sep-23	30-Sep-23	
	Quarter 4	01-Oct-23	31-Dec-23	31-Dec-23	

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 2023 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 Plain/Fried Rice Sliced Fruit (Watermelon/ Melon) Bottled Water & Coffee	Club Sandwich Potato Fries/Chips Iced Tea Coffee	Fried/Roast Chicken Beef Caldereata Young Corn Guisado Rice Buko Pandan Soda, Bottled Water & Coffee	Fettuccine Carbonara Cinnamon Roll Mango-Orange Juice Coffee	Korean Barbecque Baked Chicken Pastel Bean Sprouts Lumpiang Sariwa Rice Fresh Fruits Iced Tea & Coffee
B	Chicken Tocino Sunny-Side Up Plain/Fried Rice Sliced Fruit (Papaya) Bottled Water & Coffee	Special Ensaymada Camote Fries Pineapple Juice & Coffee	Kare-kare with Alamang Sinaing na Bangus Special Laing na Ubod Rice Leche Flan Soda, Bottled Water & Coffee	Sotanghon Guisado Assorted Puto Sago't- Gulaman & Coffee	Caderetang Manok Hamonado Pinakbet w/ Bagnet Rice Mango Jello Iced Tea & Coffee
C	Daing na Bangus Poached Egg Rice Banana Bottled Water & Coffee	Goto/ Arozcaldo Tokwa't Baboy Dalandan Juice & Coffee	Roast Pork with Gravy Chicken Alexander Pancit Canton Rice Tropical Salad Soda, Bottled Water & Coffee	Spaghetti Garlic Bread Red Iced Tea & Coffee	Fish with Tofu in Oyster Sauce Menudo Mixed Vegetables Rice Fruit Salad Soda, Bottled Water & Coffee
D	Corned Beef Hash Brown Hotdog Omelet Plain/Fried Rice Banana Bottled Water & Coffee	Cheesedog Sandwich Potato Fried Mango Juice & Coffee	Chinese Asado Fish Fillet in Warm Salad Scallops and Broccoli Rice Almond with Lychee Soda, Bottled Water & Coffee	Baked Macaroni Garlic Bread/ 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

SET	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
E	Tocino Scrambled Egg Rice Sliced Fruit (Watermelon) Bottled Water & Coffee	Ham & Egg Sandwich Molo Soup Mango-Orange Juice & Coffee	Grilled Tuna Belly Beef Ampalaya Chicken Inasal Rice Saba Con Yelo Soda, Bottled Water & Coffee	Pancit Canton Spanish Bread Lemonade & Coffee	Pork Spareribs Buttered Vegetables Lemon Chicken Rice Sliced Chocolate Cake Soda, Bottled Water & Coffee
F	Beef Tapa Sunny-Side Up Plain/Fried Rice Banana C	Tuna Salad Sandwich Lomi Soup Cassava Chips Bottled Water & Coffee	Pork Mechado Dinengdeng Adobong Manok sa Gata Rice Oriental Fruit Medley Soda, Bottled Water & Coffee	Miki Bihon Guisado Chicken Sandwich Green Iced Tea & Coffee	Grilled Blue Marlin Buttered Vegetables Lemon Chicken Rice Sliced Chocolate Cake Soda, Bottled Water & Coffee
G	Buttered Fish Fillet Steam Vegetables Rice Sliced Papaya Soda, Bottled Water & Coffee	Special Empanada Corn Soup Sago't Gulaman & Coffee	Salt & Pepper Squid Chinese Chopsuey Tuna Casserole Rice Fruits in Season Soda, Bottled Water & Coffee	Palabok Assorted Puto Lemon Iced Tea & Coffee	Camaron Rebosado Fish Fillet in Warm Salad Squash w/ String Beans Rice Mango Jello Soda, Bottled Water & Coffee
H	Chicken Sausage Pancake Scramble Egg Rice Banana Soda, Bottled Water & Coffee	Cheese Burger Potato Fries Orange Juice & Coffee	Chicken Teriyaki Lomi Noodle Soup Sweet and Sour Pork Rice Fruit Salad Soda, Bottled Water & Coffee	Pasta Puttanesca Pesto Bread Melon Juice Lemon Iced Tea & Coffee	Beef Morcon Stir Fried Chayote with Green Peas Fish Florentine Rice Bibingka Fruit Juice & 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.
- g. All materials supplied for this contract's purposes shall be environmentally friendly and certified by an accredited external provider. Additionally, all materials and components provided shall meet the standards and requirements of applicable environmental laws, regulations, and standards.