

## SCOPE OF SERVICES FOR THE PROCUREMENT OF CUSTOMIZED CANOPY TENTS

### I. BACKGROUND

As part of the John Hay Management Corporation's (JHMC) promotional and marketing activities, the Business Development Department (BDD) is responsible for organizing and executing various events and bazaars held at Camp John Hay.

In accordance with this, the procurement of a customized canopy tent was included in the BDD's CY 2023 Project Procurement Management Plan (PPMP), which was approved in the year's approved Corporate Operating Budget (COB). Customized canopy tents will enhance the overall ambiance of the various events and bazaars held at Camp John Hay. It will also provide better shelter or shade for outdoor events and occasions. Furthermore, the canopy tents can be used year-round, making them an economical and long-term solution in reducing the cost of renting tents and other equipment from outsourced providers for event and bazaar needs.

### II. OBJECTIVE/S

The objective of the procurement is to procure the services of a single provider who would deliver the customized canopy tents to Camp John Hay.

### III. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	BUDGET (in Php)
Procurement of Customized Canopy Tents (3x3 square meters)	GDS-4	150,000.00
<b>Total</b>		<b>150,000.00</b>

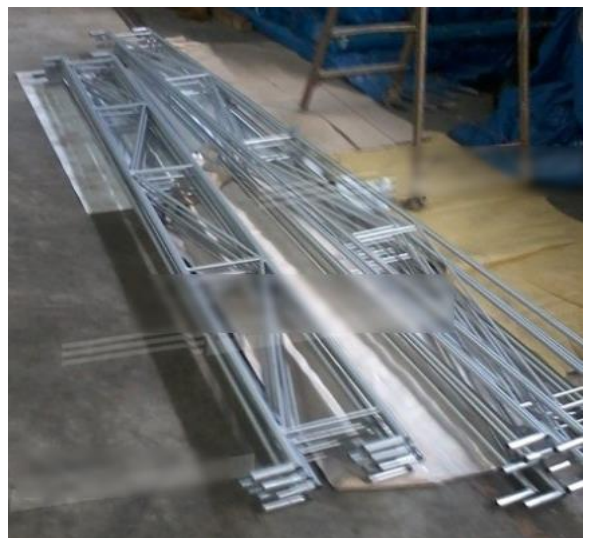
### IV. REQUIREMENT & SPECIFICATION

ITEM	UNIT	QUANTITY	SPECIFICATIONS
Procurement of Customized Canopy Tents (3x3 square meters)	Set	10	<b>COLLAPSIBLE TENT</b>  <b>FRAME:</b> <ol style="list-style-type: none"><li>Size: 3x3 Square Meters</li><li>Heavy Duty Galvanized Steel Construction</li><li>Rust-resistant</li><li>Easily Assembled by 2 or more people</li><li>Semi-Permanent Structure</li><li>Strengthened Joints with Interlocking Tubes and Fastening Bolts</li><li>Height Adjustable due to Tube-in-Tube Design</li></ol>

			<p><b>TENT CANOPY COVER:</b></p> <ol style="list-style-type: none"><li>1. Size: 3x3 Square Meters</li><li>2. Tent Cover Thickness: S200/0.6mm</li><li>3. Tent Cover made of Heavy Duty PVC with High Strength Nylon Mesh sandwiched in between two layers of Low density PVC (Polyvinyl chloride)</li><li>4. Includes (3) Removable Side Wall</li><li>5. Waterproof and Fire Retardant</li></ol>
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## V. SAMPLE PICTURES

### TENT FRAME



#### **TENT CANOPY COVER & SIDE WALLS**



#### **VI. OTHER TERMS AND CONDITIONS**

1. The Approved Budget for the Contract (ABC) is inclusive of applicable taxes, delivery and other charges.
2. Delivery shall be made within the specified time frame as set forth in the Purchase/Job Order.
3. All materials provided shall meet the quality standards as specified in the Purchase/Job Order.
4. The winning bidder shall ensure that all items delivered are in good condition and free from damage or defects.
5. The winning bidder shall be responsible for any damages or losses incurred as a result of improper delivery.
6. The winning bidder shall be responsible for all costs associated with delivery, including but not limited to, transportation, insurance, and other related costs.
7. All materials supplied are covered by a 6-months workmanship warranty, which covers defects in materials or workmanship during production. Damage caused by misuse or improper maintenance is not covered by the warranty.
8. JHMC follows the existing government financial policies, laws, rules and regulations for this procurement.

**VII. MODE OF PROCUREMENT**

The approved mode based on the CY 2023 Annual Procurement Plan (APP) is Small Value Procurement (SVP).

Prepared by:



**ROSE ANNE C. TALLEDO**  
Business Development & Marketing Assistant

Approved by:



**FLORENCE JOY R. MALLARE**  
Business Development Manager