

## SCOPE OF SERVICES FOR THE PROCUREMENT OF CATERING SERVICES FOR VARIOUS MEETINGS RELATIVE TO BARANGAY SEGREGATION PROGRAM FOR CY 2023

### I. BACKGROUND

The John Hay Management Corporation (JHMC) Land and Asset Management Division (LAMD) programmed meetings, coordination activities, and other similar activities for related to the Barangay Segregation Program (BSP) for the Calendar Year 2023.

The procurement of meals during meetings and activities of the BSP 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, coordination activities, and other similar activities for related to BSP 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 2023.

### IV. NUMBER OF INSTANCES AND BUDGET

For CY 2023, there will be several instances of BSP – related meetings, coordination activities, and other similar activities 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>Lunch</i> )	300	800	240,000.00
Snacks ( <i>Morning or Afternoon</i> )	150	1,333	199,950.00
<b>TOTAL</b>			<b>439,950.00</b> Say <b>440,000.00</b>

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**V. APPROVED BUDGET**

Procurable Item	PAP Code	Budget (In Php)
Catering Services during meetings Relative to Barangay Segregation Program	GDS - 114	440,000.00

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 2023 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

### I. 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

### II. 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

### III. 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

### IV. STANDARDS OF SERVICE

- a. No to single-use utensils (ie, plastics spoons, cups, ), styrofoams.
- b. With free-flowing brewed coffee and purified hot/cold drinking water during the entire day, applicable for meetings with at least 25pax participants;

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- 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 to a certain number of participants due to food “allergies” from the standard menu provided above.

*JH*