



FOR:


ALLAN R. GARCIA 05-MAY-2023
OPCEO-2023-0847
President & CEO

THRU:


JANE THERESA G. TABALINGCOS
Vice President & COO


EDSEL U. COLCOL
Administrative Services Manager

FROM :


BENJAMIN P. QUIÑO JR.
GSD Manager


GERALDINE M. BOLAWIN
Supply Assistant

SUBJECT:

**Scope of Services for the Procurement of Various Office
and Other Supplies for CY 2023.**

DATE:

17 April 2023

1. Background:

The ASD-GSD under Supply Unit ensures and maintains that all those supplies, materials, and equipment are necessary in the transaction of the official business of JHMC and consumed in its day-to-day operations are readily available when needed.

Thus, in order to satisfy the supply requirements of various JHMC departments; JHMC will conduct its public bidding for the Procurement of Various Office and Other Supplies for CY 2023. This is in compliance with Republic Act. No. 9184 known as the "Government Procurement Act".

2. Objective:

The project aims to procure the following items:

UNIT	ITEMS	ABC
Lot I	Office and Other Supplies	627,330.00
Lot II	ICT Supplies	300,600.00

3. Approved Budget for the Contract:

The JHMC Approved Budget for the Contract (ABC) in the amount stated above. Inclusive of all applicable taxes like the 12% VAT, and will be sourced from Corporate Operating Budget.

4. Technical Specifications:

Lot I: Office and Other Supplies

<i>Item Description</i>	<i>UNIT</i>	3RD QTR	4TH QTR	TOTAL Quantity
Alcohol, 3.785 liters,70% solution	gallon	30	30	60
Air Freshener 400ml/can	can	18	18	36
Coffee 3 in 1,10 pcs p/pack	pack	50	50	100
Creamer, 450g	pack	50	50	100
Detergent Powder , 1.1kg/pack	pack	20	20	40
Dishwashing Liquid,3.7L, Antibac Calamansi Scent	gallon	12	12	24
Disinfectant Spray ,510g	can	42	42	84
Insecticide, 600 ml, aerosol type, - Multi-Insect Killer	can	6	6	12
Liquid Hand Soap, 3.7L, Antibacterial - Floral Pink w/ Aloe	bottle	21	21	42
Sugar - Brown	kilo	35	35	70
Trash bag, XL, 10 pcs p/pack	pack	50	50	100
Tissue Paper, 12 rolls p/pack	pack	87	87	174
Tissue paper-Facial, 2 ply 190 pulls	box	21	21	42
Toilet bowl and urinal cleaner, 3.7L	gallon	25	25	50
Face Mask, 3D	piece	450	450	900
Ground Coffe , 1 kg	pack	25	25	50
Natural Green Tea, - 100 tea bags p/ box	pack	3	3	6
Choco Drink sachet, 10 pcs p/ pack	pack	50	50	100
Coffee Capsule for mini coffee machine, 12 pcs p/ box	box	8	8	16
Band aid, - 100 pcs pc/ box	box	10	10	20

betadine solution, - Povidone-iodine wound solution 60 ml 10% antiseptic	bottle	2	3	5
Cotton balls	pack	3	3	6
Loperamide	capsule	21	21	42
Mefenamic acid	capsule	24	24	48
** Medical Kit 1 bandage 3"x 5 yards 1 plaster 2 sterile Gauze rolls & pads 1 adhesive tape 1 hot & cold pack 1 thermometer cotton balls face mask 1 sterile gloves (vinyl or plastic) 1 betadine solution 1 surgical scissor 1 tweezer safety pins	set	3	3	6
Paracetamol, Biogesic	tablet	30	30	60
Cetirizine 10mg (Antihistamine)	tablet	24	24	48
Burn Ointment 30g	piece	2	2	4
Neozep Forte	tablet	50	50	100
Acetate, ordinary	box	3	3	6
Ballpen Blue, Ordinary - Pen Tip Size (0.7 mm)	piece	36	36	72
Ballpen With String - table top pen with string blue	piece	21	21	42
Battery AAA, High Quality, 4pcs p/pack	pack	40	40	80
Battery AA, High Quality, 4 pcs p/ pack	piece	40	40	80
Bond Paper, A4, - sub20 70 gsm	ream	100	100	200
Data File Box, Large	box	50	50	100
Envelope, Expandable, long	piece	200	200	400

Folder Long, Expandable,- Blue (100 pcs)	piece			
White (100 pcs)		100	100	200
Highlighter, Orange	piece	3	3	6
Highlighter, Green	piece	3	3	6
Highlighter, Yellow	piece	3	3	6
Index Tab, - 5 sets p/ box	box	12	12	24
Notebook, stenographers	piece	10	10	20
Paper Clip, 33 mm gem type	box	10	10	20
Paper Fastener, non-rust metal, 25mm	box			
- 50 sets p/box		15	15	30
Pencil Lead with eraser - Brite #002	piece	24	24	48
Post-it-flag, - 47"x 1.7 inches	piece			
Color: blue,green,red		30	30	60
Signpen, blue, 0.5mm - Liquid ink free liner	piece	144	144	288
Staple Remover, twin jaws, UK office	piece	5	5	10
Stapler, - HD-50R with Remover Use Max Staples No.3 (24/6) No.35 (26/6)	piece	3	3	6
Tape, Double sided tape, 1 inch	roll	3	3	6
Tape, Scotch , 1" , 24mm	roll	10	10	20
Tape, Scotch , 2" , 48mm	roll	6	6	12
Printer Ink, Cartridge, Canon 725 (B)	piece	3	3	6
Gel Pen, Retractable Roller, Blue (uniball, 1.0)	piece	24	24	48
Clearbook, A4 size	piece	10	10	20
Note Pad,(3"x3") - Assorted colors 100 sheets p/pack	piece	36	36	72
Special Paper, A4 , Board - 10 sheets per pack White vellum type 220GSM	set	50	50	100
Sticker paper, white, A4,- 10 sheets pc/ pack	set	5	5	10

Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design - TZE TAPE BLACK ON WHITE TAPE	piece	12	12	24
Clipboard - legal size 9"x15.5" brown wooden high quality	piece	5	5	10
Toilet Tissue Paper, Jumbo,umbo Roll Tissue Premium Quality (2 ply) 24cm diameter x 8.5cm wide	roll	20	20	40
Dust Mop, Industrial, Large Size, 110 cm w/ two extra pads dust replacement	piece	3	3	6
Bottle Sprayer, 500 ml	piece	20	20	40
Foor Rug, Large, Floormat Non-slip	piece	20	20	40
Toilet Air Freshener Sticker	piece	50	50	100
Pranela Basahan, *27x50cm	piece	50	50	100
Trash Bins with pedal, 15L	piece	10		10
Floor Wax, White	gallon	10		10
Styro Cups for Coffee, 8 oz, 25 pcs p/pack	pack	10	10	20
Fityle 3pcs/Set Decorative Kitchen Canister Jars with Lids, Metal Rustic Vintage Farmhouse Container Decor for Sugar Coffee Creamer Storage	set	3		3
Storage Box MG-696,High Impact Storage box, 70L	box	6		6
Storage Box MG-696,High Impact Storage box, 95L	box	2		2
Thermal Paper, 56mmx30mm	roll	20	20	40
Clear Sheets protector, Legal Size, (100 pcs per pack)	pack	20		20
Certificate holder, a4 size	item	100		100
Empty Sack	piece	50		50
Stand Fan, High Performance Motor, 3-Speed Push Button Switch, Adjustable Tilting Head,	Item	2		2



Heavy Duty				
VERTICAL Filing Cabinet with Vault, 4 layers, high quality High-Quality Cold Rolled Plate, Resistant Aluminum Slide Material: Metal Color: Gray Dimension: L18" x W25" x H55"	Item	2		2

Lot II: ICT Supplies

Item Description	Unit	Qty
Computer Headset Multi-device headset with in-line controls Lightweight ROTATING MICROPHONE Microphone Type: Bi-directional Input Impedance: 22 Ohms Sensitivity (headphone): 122 dB +/-3 dB Sensitivity (microphone): -44 dBV/Pa +/- 2.5 dB Frequency response (Headset): 20Hz-20KHz Frequency response (Microphone): 100Hz-6.5KH	item	10
Wireless Mouse Height: 99 mm Width: 60 mm Depth: 39 mm Weight (with batteries): 75.2 g USB Receiver Height: 18.7 mm Width: 14.4 mm Depth: 6.1 mm Weight: 1.8 g SilentTouch Technology 90% noise reduced Left/Right-click, Middle click	item	10
Numeric Key Pad	item	2

<p>Wired Keyboard Spill-resistant design 5 Adjustable keyboard height 10-Key Number pad</p>	item	10
<p>Wired Mouse Sensor technology: Optical tracking Number of buttons: 3 (Left/Right-click, Middle click) Scrolling: line-by-line Scroll Wheel: Yes, optical</p>	item	10
<p>Web Camera Max Resolution: 720p/30fps Camera mega pixel: 1.2 Focus type: Fixed Lens type: plastic Built-in mic: mono Mic range: Up to 2.74 m Diagonal field of view (dFoV): 60°</p>	item	10
<p>Battery Charger, AA Heavy Duty Branded Capacity: 2550 mAh Charging time: Approx. 2 hrs quick charger with 4 AA battery Recharge up to 500 times charging cycles</p>	item	10
<p>Rechargeable Batteries, AA Heavy duty Branded Charge up to 2,100 times 4 pcs per pack</p>	pack	10
<p>*** HP Color Laserjet Pro MFP M277n *** 1. Laserjet Black - 201A - CF400A - 5 set 2. Laserjet Cyan - 201A - CF401A - 3 set 3. Laserjet Magenta - 201A - CF403A - 3 set 4. Laserjet Yellow - 201A - CF402A - 3 set</p>	lot	14
<p>Brother MFC-9140CDN 1. Brother Drum - DR - 261CL Black - 3 set 2. Brother Drum - DR - 261CL Cyan - 2 set 3. Brother Drum - DR - 261CL Magenta - 2 set 4. Brother Drum - DR - 261CL Yellow - 2 set</p>	lot	9



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



Certificate Numbers:
SCP000466Q
SCUK004591E

Soundbar with Subwoofer Total power: 300W Number of channels 2.1 Subwoofer type: Wireless Bass Boost Adaptive Sound Lite Power: 5W Audio: Dolby With Remote Control and Wall mount bracket	item	1
Professional Wireless Rechargeable Microphone, 2 microphone per set	set	2
Customized Records Box with JHMC Logo	piece	100

5. Delivery Terms:

UNIT	ITEMS	DELIVERY SCHEDULE
Lot I	Office and Other Supplies	3 rd quarter- July 15, 2023 4 th quarter- October 15, 2023 (please refer to the list stated above)
Lot II	ICT Supplies	Within thirty (30) calendar days upon receipt of the approved Notice to Proceed (NTP)

The delivery site is at the JHMC Office – Camp John Hay, Loakan Road, Baguio City.

6. Payment Terms:

The payment shall be made within thirty (30) working days upon completion and acceptance and upon submission of the billing statement including its supporting documents for payment processing (e.g., *delivery receipt, sales invoice, warranty certificate if applicable, and other documents required*). This shall be subject to applicable taxes, auditing and accounting rules and regulations, and existing rules and regulations of JHMC relative to payment of procurement contracts.

7. Damages

In cases of delay in the delivery of supplies as required, the supplier shall be liable for liquidated damages of one-tenth of one percent (0.1%) of the cost of the unperformed portion or undelivered supplies for every day of delay and other form of damages as JHMC may deem applicable.