

## **SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS AND SNACKS FOR MEETINGS, COORDINATION ACTIVITIES, RUNS AND OTHER EVENTS FOR CY 2024**

### **I. BACKGROUND**

A number of events and activities that are scheduled to take place in the CY 2024 were established and organized by the Business Development Department of the John Hay Management Corporation (JHMC-BDD).

In accordance with the successful implementation of the activities, procurement of meals and snacks for meetings, coordination activities, runs and other events has been included in the Department's Approved Project Procurement Management Plan for CY 2024 and subsequently incorporated in the JHMC's Approved Corporate Operating Budget (COB).

### **II. OBJECTIVE**

The objective of this procurement is to procure the services of a single provider who is expected to deliver the ordered meals and/or snacks during meetings, coordination activities, runs and other similar BDD events within the year.

### **III. DURATION OF THE CONTRACT**

The contract shall be valid until 31 December 2024 effective upon the signing of the Job Order/Purchase Order.

### **IV. AMOUNT OF OCCURENCES AND ASSIGNMENT OF BUDGET**

The Business Development Department will be having several number of meetings, coordination activities, runs and other similar events to which meals and/or snacks will be required. The Department is responsible to coordinated with the winning bidder at least one (1) day prior to the scheduled activities.

### **V. APPROVED BUDGET**

<b>PROCURABLE ITEM</b>	<b>PAP CODE</b>	<b>APPROVED BUDGET</b>
Procurement of meals and snacks for meetings, coordination activities, runs and other events.	GDS - 125	PHP 200,000.00
	<b>TOTAL</b>	<b>PHP 200,000.00</b>

### **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, BDD shall process the payment within twenty (20) business/working days from the receipt of the Billing Statement, Charge Invoice, and/or Statement of Account from the Winning Bidder.

## **I. OTHER TERMS AND CONDITIONS**

1. The Approved Budget for the Contract (ABC) includes applicable taxes, delivery, and other charges.
2. The Winning Bidder shall deliver the meals/snacks in the activity venue set by JHMC.
3. The Winning Bidder shall ensure that all deliveries are made on time and within the contract's budget.
4. JHMC follows the existing government financial policies, laws, rules, and regulations for this procurement.

## **II. MODE OF PROCUREMENT**

The approved mode based on the CY 2024 Annual Procurement Plan (APP) is Small Value Procurement (SVP).