

SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS DURING THE PANAGBENGA FLOAT PARADE

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 and meaningful participation of JHMC Employees in the celebration of the 2024 Panagbenga Flower Festival, procurement of meals during the Float Parade 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 during the celebration of the 2024 Panagbenga Flower Festival (Float Parade).

III. APPROVED BUDGET

The Approved Budget for this program is indicated in the Approved Indicative Annual Procurement Plan (APP) for CY 2024 under the following items:

PROCURABLE ITEM	PAP CODE	APPROVED BUDGET
Procurement of meals during the Float Parade.	GDS - 119	PHP 150,000.00
TOTAL		PHP 150,000.00

- **Breakdown of the Budget**

- Meals covering a total number of 125 Participants (JHMC Employees, JHMC BOD, BCDA Representatives and Float Team Personnel.
- Other meals for the securing and moving of the Panagbenga Float.

No.	Particulars	Price per Head	Total Amount
1	Breakfast (125 pax) – February 25, 2024	PHP 300.00	PHP 37,500.00
	Breakfast (15 pax) – February 26, 2024 (<i>Covering the meals for the transport of the Float from Melvin Jones to Historical Core, Camp John Hay</i>).		PHP 4,500.00
2	AM Snacks (125 pax)	PHP 150.00	PHP 18,750.00
3	Lunch (125 pax)	PHP 300.00	PHP 37,500.00
4	PM Snacks (15 pax)	PHP 150.00	PHP 2,250.00
5	Dinner (5 pax)	PHP 300.00	PHP 1,500.00
Approved Budget for the Contract (ABC)			PHP 102,000.00

IV. MODE OF PAYMENT

JHMC shall pay the Winning Bidder the amount for the services rendered. 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.

V. 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.

VI. MODE OF PROCUREMENT

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