

SCOPE OF SERVICES FOR THE PROCUREMENT OF EASEL STANDS, BANNER STANDEES, RETRACTABLE BELT STANCHIONS FOR USE AT THE HISTORICAL CORE AND FOR EVENTS

I. BACKGROUND

The John Hay Management Corporation's (JHMC-BDD) Business Development Department planned the acquisition of supplies and resources to guarantee and preserve orderliness and coordinated activities along the Historical Core.

In keeping with the effective execution of these activities, procurement of easels, standees and retractable stanchions for use at the Historical Core and for 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 easels, standees and retractable belt stanchions for use at the Historical Core and for all BDD Events throughout the year.



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 Easels, Standees, Retractable Belt Stanchions for use at the Historical Core and for events.	GDS - 053	PHP 100,000.00
TOTAL		PHP 100,000.00

IV. PRODUCT SPECIFICATIONS

ITEM	SPECIFICATION	UNIT/S	QUANTITY	SAMPLE PICTURE
Easel Stands	155 x 61.02 cm *Adjustable Height Material: Iron	Pcs.	20	

Banner Standees	2.6ft x 5.9ft / 80cm x 180cm Heavy Duty X-Type Banner Standee	Pcs.	20	
Retractable Belt Stanchions	Belt Color : Red Post: Stainless / Metal Steel Base :32cm Belt Length : 150cm Height : 90cm Weight : 2.5 kg	Unit	30	

V. 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.

VI. 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 items completely, in good condition and with excellent quality.
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.

VII. MODE OF PROCUREMENT

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