

## Scope of Services for the Procurement of Office and Other Supplies for CY 2024

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### **Background:**

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

Thus, to satisfy the supply requirements of JHMC Departments/Offices/Units, JHMC will conduct its Competitive Bidding for the Procurement of Various Office and Other Supplies for CY 2024. This complies with the Republic Act. No. 9184 known as the “Government Procurement Act”.

### **Objective:**

The aim is to procure the JHMC Office and Other Supplies for CY 2024 in the total amount of One Million Four Hundred Thousand Pesos (PhP1,400,000.00).

### **Approved Budget for the Contract:**

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

**Technical Specifications:** *attached as Annex “A”*

### **Delivery Terms:**

<b>Delivery Site</b>	JHMC Office Building – Camp John Hay, JHSEZ, Loakan Road, Baguio City
<b>Delivery Schedule</b>	
Second Quarter	Within thirty (30) calendar days upon issuance of receipt of the Notice to Proceed (NTP).
Third Quarter	First to Second Week of July 2024
Fourth Quarter	First to Second Week of October 2024

**Payment Terms:**

The payment shall be made within thirty (30) working days upon completion and acceptance of quarterly delivery, and upon submission of 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.

**Liquidated 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.