

## SCOPE OF SERVICES FOR THE PROCUREMENT OF SUPPLIES AND MATERIALS FOR THE CONDUCT OF EASTER SUNDAY ACTIVITY

### I. BACKGROUND

The John Hay Management Corporation (JHMC) Business Development Department (BDD) programmed Easter Sunday Activities for Calendar Year 2024.

*"Spiritual Journey at The Camp"* a yearly event, has developed into a successful marketing tool to draw tourists to Camp John Hay in spite of the pandemic outbreak. A contemplative atmosphere in Camp John Hay has been made available for individuals and families.

In line with this, Procurement for meals and other event services for the Conduct of Easter Sunday Activities has been part of the BDD's CY 2024 Project Procurement Management Plan (PPMP) that was approved in the approved Corporate Operating Budget (COB) for the year.

### II. OBJECTIVE/S

The objective of the procurement is to procure the services of a single provider who would deliver the meals and other event services for the Conduct of Easter Sunday Activities. The contract is to be procured by lot.

### III. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	BUDGET (in Php)
Procurement of Snacks and other event services for the conduct of the Easter Sunday Activities: Easter Egg Hunt Program.	GDS-121	80,000.00
<b>Total</b>		<b>PHP 80,000.00</b>



### IV. PROPOSED SNACKS AND OTHER EVENT SERVICES

	Particulars		Total Amount
1	Procurement of Snacks and other event services for the conduct of the Easter Sunday Activities: Easter Egg Hunt Program.  <b>A. SNACKS</b>  <b>NOTE:</b>  Heavy Snacks: 1. Spaghetti with Fried Chicken and Toasted Bread 2. Bottled Water / Juice	125 PAX	PHP 25,000.00
2	<b>Eucharistic Mass</b>	Stipend	PHP 5,000.00
	<b>(March 31, 2024)</b>	Altar Flower Arrangement	PHP 3,500.00


		Offertory <i>(Fruits, vegetables and candles)</i>	PHP 3,500.00
3	<b>Supplies, Materials and Prizes</b>	1 LOT	PHP 43,000.00
<b>Approved Budget for the Contract (ABC)</b>			<b>PHP 80,000.00</b>






## V. LIST OF SUPPLIES AND MATERIALS

### A. EGG HUNTING & BUNNY TRAIL TREASURE HUNT ACTIVITY

ITEM	SPECIFICATION	UNIT/S	QUANTITY	SAMPLE PICTURE
Plastic Toy Eggs- Empty	Size: 6-9 cm, Assorted Color	Bag/s	20 Bags (25 -30 Pieces/ Pack)	
Jumbo Size Plastic Toy Egg- Empty	Size: 5-7 inches, Assorted Color (Red, Blue, Green & Yellow)	Piece/s	4 Pieces	
Easter Egg Basket w/ Handle (unisex design)	Size: Approx.13*14.5cm	Piece/s	50 Pieces	

### B. TOKENS and GIVEAWAYS

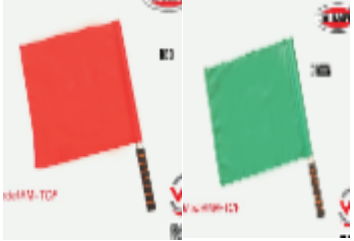
ITEM	SPECIFICATION	UNIT/S	QUANTITY	SAMPLE PICTURE
Ball Pen	Red, Black and Blue	1 pc each color	50 pieces each color	

Crayons	Set of 16 colors	Box	50	
Pencils	#2 Mongol Box of 12	Box	10	
Pen Pouch (unisex)	Transparent	Pieces	50	
Multi-Purpose Colored Papers (Art Paper)	Size:8.27" x 11.69" (A4 Size Paper), 70-80gsm	Pack/s	50 Packs (25 Sheets/ Pack)	
Permanent Markers	Assorted Colors	Pack/s	50 Packs/ (12 Assorted Colors/ Pack)	




Drawing Ruler	Size: 6 Inches	Piece/s	50 Pieces	
Glue	Size: 40 ml	Piece/s	50 Pieces	
Transparent Expanded Envelope with Zipper and Handle	Size: 39cmx4cmx26cm (Long Paper Size)	Piece/s	50 Pieces	
Small Tumbler	Unisex Color	Piece/s	50	
Sleeping Mask for Kids	Cartoon Character Design	Piece/s	30	
Small Throw Pillow	Unisex Design	Piece/s	50	

Coloring Set	Assorted Colors	Sets	2	
Coloring Book	Unisex	Piece/s	2	
Egg Puzzle	Big Sizes	Piece/s	10	
Plain White Plastic Eggs	2.5 – 3 inches big 12 pcs. Per pack	Pack	5	
Easter Themed Stickers	Small Sizes	Pack	50	



Green and Red Flag or Panel		Piece/s	2	
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**C. LOOT BAGS**

ITEM	SPECIFICATION	UNIT/S	QUANTITY	SAMPLE PICTURE
Loot Bags (Easter Theme)	Size: 21x15x11cm	Piece/s	50 Pieces	
Assorted Chocolates & Candies  (Good for 50 kids)	<ul style="list-style-type: none"> <li>- Assorted Chocolate</li> <li>- Assorted Candies</li> <li>- Marshmallows</li> <li>- Lollipops</li> </ul>	Pack/s	20 Packs	 



Certificate Numbers:  
**SCP000466Q**  
**SCUK004591E**

				
Baon Pack	1 Juice 1 Cup Cake 3 Cookies / Biscuit 2 Chocolate Chewy	Packs	50 pcs	

**VI. MODE OF PROCUREMENT**

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