

SCOPE OF SERVICES FOR THE PROCUREMENT OF SNACKS AND OTHER EVENT SERVICES FOR THE HOLY WEEK PROGRAM 2024

I. BACKGROUND

In accordance with the effective execution of the series of initiatives and for the continuous promotion of the Historical Core and Camp John Hay, procurement of snacks and other services for the Holy Week Program was 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 snacks and other event services (*procured by lot*) for the Holy Week Program for CY 2024.

III. APPROVED BUDGET

| PROCURABLE ITEM | PAP CODE | APPROVED BUDGET |
|--|-----------|----------------------|
| Procurement of snacks and other event services for the 2024 Holy Week Program. | GDS - 120 | PHP 70,000.00 |
| TOTAL | | PHP 70,000.00 |

| No | Particulars | Total Amount |
|----|--|---|
| 1 | Procurement of snacks and other event services for the 2024 Holy Week Program. <ul style="list-style-type: none"> ● MEALS 1. <u>March 26, 2024</u> <li style="padding-left: 20px;">A. Lunch <li style="padding-left: 20px;">B. Snacks <li style="padding-left: 20px;">C. Dinner <p>NOTE: (Heavy Meal: 2 Viands – 1 meat and 1 vegetable, Rice, Dessert, and Bottled Water)</p> | 20 pax 87 pax 15 pax PHP 24,400.00 |
| 2 | <ul style="list-style-type: none"> 2. <u>March 27, 2024</u> <li style="padding-left: 20px;">A. Breakfast <li style="padding-left: 20px;">B. Lunch <li style="padding-left: 20px;">C. Dinner <p>NOTE: (Heavy Meal: 2 Viands – 1 meat and</p> | 6 pax PHP 3,600.00 |

| | | | |
|---|--|--|----------------------|
| | 1 vegetable, Rice, Dessert, and Bottled Water) | | |
| 3 | <p>3. <u>March 28, 2024</u></p> <p>A. Breakfast B. Lunch C. Dinner</p> <p>NOTE: (Heavy Meal: 2 Viands – 1 meat and 1 vegetable, Rice, Dessert, and Bottled Water)</p> | 6 pax | PHP 3,600.00 |
| 4 | <p>4. <u>March 29, 2024</u></p> <p>A. Breakfast B. Lunch C. Dinner</p> <p>NOTE: (Heavy Meal: 2 Viands – 1 meat and 1 vegetable, Rice, Dessert, and Bottled Water)</p> | 6 pax | PHP 3,600.00 |
| 5 | <p>5. <u>March 30, 2024</u></p> <p>A. Breakfast B. Lunch C. Dinner</p> <p>NOTE: (Heavy Meal: 2 Viands – 1 meat and 1 vegetable, Rice, Dessert, and Bottled Water)</p> | 6 pax | PHP 3,600.00 |
| 6 | <p>6. <u>March 31, 2024</u></p> <p>A. Breakfast B. Lunch C. Dinner</p> <p>NOTE: (Heavy Meal: 2 Viands – 1 meat and 1 vegetable, Rice, Dessert, and Bottled Water)</p> | 6 pax | PHP 3,600.00 |
| 7 | Eucharistic Mass (March 27 to 30, 2024) | Stipend | PHP 10,000.00 |
| | | Altar Flower Arrangement <i>(good for 1 week)</i> | PHP 7,500.00 |
| | | Offertory <i>(Fruits, vegetables and candles)</i> | PHP 7,500.00 |
| Approved Budget for the Contract (ABC) | | | PHP 67,400.00 |

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 and upon completion of services.

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 and other event materials 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.
5. Please do not use non-environmentally acceptable products such as straws, plastic cups, and plastic stirrers during the entire event.

VI. MODE OF PROCUREMENT

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