



#### 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).

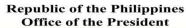
### II. OBJECTIVE

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
	Procurement of snacks and other event services for the 2024 Holy Week Program.		
1	<ul> <li>MEALS</li> <li>March 26, 2024 <ul> <li>A. Lunch</li> <li>B. Snacks</li> <li>Diagonal</li> </ul> </li> </ul>	20 pax 87 pax	PHP 24,400.00
	<b>C. Dinner</b> <b>NOTE:</b> (Heavy Meal: 2 Viands – 1 meat and 1 vegetable, Rice, Dessert, and Bottled Water)	15 pax	
2	2. <u>March 27, 2024</u> A. Breakfast B. Lunch C. Dinner	6 pax	PHP 3,600.00
	<b>NOTE:</b> (Heavy Meal: 2 Viands – 1 meat and		







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