

SCOPE OF SERVICES FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE EVENT MANAGEMENT FOR 4TH OF JULY CELEBRATION

I. BACKGROUND

As part of the John Hay Management Corporation's (JHMC) promotional and marketing efforts for the calendar year 2024, the Business Development Department (BDD) is responsible for organizing and planning an array of events within Camp John Hay.

Accordingly, the BDD's CY 2024 Project Procurement Management Plan (PPMP), which has been incorporated in the approved Corporate Operating Budget (COB) for the year, includes the procurement of service provider for event management for 4th of July Celebration (including Catering and Other Event Services for 150 pax and Decorations).

II. OBJECTIVE




The objective of this procurement is to engage the services of a service provider/s to handle the complete delivery of decorations, catering and event services (*procured by lot*) for the conduct of the 4th of July Celebration CY 2024.

III. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	APPROVED BUDGET
Procurement of service provider for event management for 4 th of July Celebration (including Catering and Other Event Services for 150 pax and Decorations).	GDS - 123	PHP 70,000.00
TOTAL		PHP 70,000.00

No.	Particulars		Total Amount
1	Procurement of service provider for event management for 4 th of July Celebration (including Catering and Other Event Services for 150 pax and Decorations). <ul style="list-style-type: none"> • MEALS 1. <u>July 04, 2024 (Thursday)</u> <li style="padding-left: 20px;">A. Lunch NOTE: (Heavy Meal: 2 Viands – 2 meats (Chicken and Pork), Rice, Dessert, and Bottled Water)	150 pax	PHP 37,500.00

2	Decorations (balloons, flags, etc.)	1 Lot	PHP 13,000.00
3	Prizes and Giveaways	1 Lot	PHP 19,500.00
Approved Budget for the Contract (ABC)			PHP 70,000.00

Items	Specification	Unit/s	Quantity	Sample Picture
Wooden Cooking Spoon and Spatula (pair)	12" Kitchen Wooden Spatula and Cooking Spoon - Eco-Friendly Cooking Utensil Bamboo Spatula and Cooking Spoon (Sandok)	Pairs	20	
Balloon Column	Colors: Red, Blue and White Note: Inflated	Set	6	
Cloth	Colors: Red, Blue and White	Lot	1	

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.

VI. MODE OF PROCUREMENT

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