

SCOPE OF SERVICES FOR THE PROCUREMENT OF SERVICES OF A COMPETENT SERVICE PROVIDER FOR THE CONDUCT OF THE 121ST ANNIVERSARY OF CAMP JOHN HAY.

I. BACKGROUND

A number of events and activities that are scheduled to take place in the CY 2024 were established and organized by the Business Development Department of the John Hay Management Corporation (JHMC-BDD).

In accordance with the successful implementation of the activities and meaningful participation of JHMC Employees, JHMC BOD, Locators, Guests and Performers in the celebration of the 121st Anniversary of Camp John Hay, procurement of services of a competent provider for the conduct of this event has been included in the Department's Approved Work and Financial Plan and Project Procurement Management Plan for CY 2024 and incorporated in the JHMC's Approved Corporate Operating Budget (COB).

II. OBJECTIVE

The objective of this procurement is to acquire the services of a single provider who is expected to deliver the services needed in the conduct of the event.

III. APPROVED BUDGET

The Approved Budget for this program is indicated in the Approved Indicative Annual Procurement Plan (APP) for CY 2024 under the following items:

PROCURABLE ITEM	PAP CODE	APPROVED BUDGET
Procurement of services of an event organizer for the conduct of the 121st anniversary of CJH. Services include, but are not limited to catering services, Cultural Performer fees, sounds and lights and prizes.		PHP 200,000.00
TOTAL		PHP 200,000.00

No.	Particulars		Total Amount
1	Procurement of services of an event organizer for the conduct of the 121st anniversary of CJH. Services include, but are not limited to catering services, Cultural Performer fees, sounds and lights and prizes. Proposed Menu: October 24, 2024 (Thursday) A. AM Snacks (6:30 AM) - Pancit, Fried Lumpiang Shanghai and	300 PAX	PHP 135,000.00

	Juice		
	B. Lunch (11:30 AM) - Heavy Meal: 3 Viands – 2 meat and 1 vegetable, Rice, Dessert, and Bottled Water		
2	Performers Fee (Marching Band and Cultural Performers)	1 Lot	PHP 30,000.00
3	Decorations, Tokens / Giveaways	1 Lot	PHP 35,000.00
Approved Budget for the Contract (ABC)			PHP 200,000.00

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 services, meals/snacks 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)

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