

SCOPE OF SERVICES FOR THE PROCUREMENT OF SERVICES FOR THE CONDUCT OF THE CAMP WIDE THANKSGIVING CELEBRATION

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 these activities and the memorable celebration of the Camp Wide Thanksgiving Celebration 2024, the procurement of services of a service 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 for the conduct of the Camp Wide Thanksgiving Celebration		PHP 450,000.00
Services include, but not limited to Catering Services, and other event services.		
TOTAL		PHP 450,000.00

No.	Particulars		Total Amount
1	Procurement of services for the conduct of the Camp Wide Thanksgiving Celebration Proposed Menu: December 06, 2024 (Friday) A. Dinner (Packed Food) - JHMC Employees, Board of Directors, VIPs and McKleene Personnel) ● Proposed Menu: 1. Main Course: Beef Broccoli, Sweet & Sour Chicken, Tofu Sisig, Rice and Bottled Juice	150 PAX	PHP 70,000.00

2	Roasted Pig (Lechon) (Medium to Large Size 22-24 kg/ea)	5 pcs.	PHP 95,000.00
3	LED Wall	1 Lot	PHP 20,000.00
4	Event Emcee		PHP 10,000.00
5	Performing Band (To render 3 sets for the entire program)	1 Lot	PHP 25,000.00
6	Complete Lights and Sound System (with full Band Set-up)	1 Lot	PHP 40,000.00
7	Assorted Raffle Prizes, Awards Giveaways (Annex A) Delivery Date: December 02, 2024	1 Lot	PHP 190,000.00
Approved Budget for the Contract (ABC)			PHP 450,000.00

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).

Republic of the Philippines
Office of the President



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