

SCOPE OF SERVICES FOR THE PROCUREMENT OF SERVICES FOR THE REPRESENTATION EXPENSES FOR ANY TOURISM RELATED EVENTS AND ACTIVITIES

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 meaningful celebration of the Christmas Experience Event RE: Illuminating History and Lighting of the Bell House Ceremony, 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
Representation Expenses for any Tourism-Related Events and activities.		PHP 250,000.00
TOTAL		PHP 250,000.00

No.	Particulars		Total Amount
1	Representation Expenses for any Tourism-Related Events and activities. Proposed Menu: November 25, 2024 (Monday) A. Dinner (6:30 PM) - Assisted Buffet 1. Soup: Birds nest Soup 2. Main Course: Chicken Cordon Bleu, Pork Steak, Fresh Lumpia and Rice 3. Drinks: Bottled Juice/Soft drinks 4. Dessert: Mixed Fresh Fruits	130 PAX	PHP 90,000.00
2	Choral Fee	1 Lot	PHP 30,000.00
3	LED Wall	1 Lot	PHP 25,000.00

4	Performing Band	1 Lot	PHP 20,000.00
5	Complete Lights and Sounds	1 Lot	PHP 35,000.00
6	Fireworks Display	1 Lot	PHP 50,000.00
Approved Budget for the Contract (ABC)			PHP 250,000.00

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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