

## SCOPE OF SERVICES FOR THE PROCUREMENT OF SERVICES OF A PROVIDER FOR JHMC EMPLOYEES AND JHMC-BOD PANAGBENGA ACTIVITIES 2025

### I. BACKGROUND

A number of events and activities that are scheduled to take place in the CY 2025 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 in the celebration of the 2025 Panagbenga Flower Festival, procurement of JHMC Services of a provider for JHMC Employees and Board of Directors Panagbenga Activities for CY 2025 and subsequently incorporated in the JHMC's Approved Corporate Operating Budget (COB).

### II. OBJECTIVE

The objective of this procurement is to procure a single provider who is expected to provide services (employee's attires and meals) during the celebration of the 2025 Panagbenga Flower Festival.

### III. APPROVED BUDGET

The Approved Budget for this program is indicated in the Approved Annual Procurement Plan (APP) for CY 2025 under the following items:

PROCURABLE ITEM	PAP CODE	APPROVED BUDGET
Services of a provider for JHMC employees and JHMC BOD Panagbenga Activities	GDS - 043	PHP 250,000.00
<b>TOTAL</b>		<b>PHP 250,000.00</b>

No.	Particulars		Total Amount
1	Meals and Snacks during the Panagbenga Float Parade for JHMC Employees, JHMC BOD, BCDA Representatives, Security Personnel, Float Team Personnel and Performers.  <b>Date of Delivery:</b> a. Meals – <b>23 February 2025</b> b. Employees' Attire – <b>20 February 2025</b>  <b>Proposed Menu:</b> A. <b>Breakfast</b> (Heavy Meal: 3 Viands – 2 meat and 1 vegetable, Rice, Dessert, and Bottled Water) B. <b>Lunch</b> (Heavy Meal: 3 Viands – 2 meat and 1 vegetable, Rice, Dessert, and Bottled Water) C. <b>PM Snacks</b> (Pasta, Garlic Bread, and Juice)	1 LOT	<b>PHP 70,000.00</b>
2	<b>JHMC Employees, Board of Directors and BCDA Representatives Attire</b>		<b>PHP 180,000.00</b>

- **HOODIE (Sweatshirt)**



98 pcs

**Material:** Cotton 60%, Polyester 40%

**Fit:** Loose fit

**Length:** Regular length

**Sleeve Length:** Long sleeve

**Style:** Hoodie (unisex)

**Description:** Dark Green (#013220), Solid color

**Embellishments:** CJH logo and JHMC Logo

- **ZIPPED (Jacket)**



17 pcs

**Material:** 65% Polyester / 35% Viscose

**Weight:** 240 GSM

**Style:** Zipped (Executive - unisex)

**Description:** Dark Green (#013220), Solid color

**Embellishments:** CJH logo and JHMC Logo

**Size/s:** XS – 3XL

**Size Chart:** (*Dimensions - inches*)

Sizes	Width (in)	Length (in)
XS	20	24
SMALL	21	25
MEDIUM	22	26
LARGE	23	27
XL	24	28
2XL	25	29
3XL	26	30

**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.

#### **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 items completely, in good condition and with excellent quality.
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

# JHMC

JOHN HAY MANAGEMENT CORPORATION  
a member of The **BCDA** Group



Certificate Numbers:  
**SCP000466Q**  
**SCUK004591E**