

SCOPE OF SERVICES FOR THE PROCUREMENT OF HEALTH AND WELLNESS TSHIRTS FOR CY 2025

I. BACKGROUND

The ASD Human Resource Division planned the Health and Wellness Program as part of the approved Project Procurement Management Plan (PPMP) for CY 2025 and subsequently incorporated in the JHMC's Approved Corporate Operating Budget (COB) to be implemented from March to December 2025.

II. OBJECTIVE

The objective of this procurement is to procure the services of a single provider who is expected to deliver the t-shirts for the JHMC Health and Wellness Program for CY 2025.

III. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	APPROVED BUDGET FOR THE CONTRACT
Procurement of Health and Wellness Tshirts	GDS 138	PHP 64,800.00
TOTAL		PHP 64,800.00

IV. SPECIFICATIONS

Item	Particulars			Unit	Quantity
Tshirt	Material: Full sublimation			pieces	92
	Fabric: Polyester, 220 GSM Thick (Imported Fabric)				
	Design: Customized				
	Embellishments: CJH Logo, JHMC Logo				
	Sizes: XS – 3XL				
	Size Chart				
	Size	Width	Length		
	Extra Small	18	25		
	Small	19	26		
	Medium	20	27		
	Large	21	28		
	Extra Large (XL)	22	29		
	2 Extra Large (2XL)	23	30		
	3 Extra Large (3XL)	24	31		

V. MODE OF PAYMENT

JHMC shall pay the Winning Bidder the amount for the services rendered. After receiving the winning bidder's billing statement, charge invoice, and/or statement of accounts and after the services are completed, HRD will process the payment within twenty (20) business/working days.

VI. 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 supplies and 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.

VII. MODE OF PROCUREMENT

The approved mode based on the CY 2025 Annual Procurement Plan (APP) is Small Value Procurement (SVP).