

**SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS, SNACKS AND OTHER MATERIALS FOR BUSINESS ENTERPRISE AND RESIDENTIAL MEETING AND OTHER ACTIVITIES RELATED TO THE OPERATION OF THE BUSINESS CENTER**

**I. BACKGROUND**

A number of events and activities that are scheduled to take place in the CY 2026 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, the Procurement of Catering Services is needed to provide meals and snacks for the quarterly Business Enterprise/Residential Meeting, orientation, and seminar applicable to all stakeholders.

**II. OBJECTIVE**

The objective of this procurement is to procure the services of a single provider who is expected to deliver the ordered meals and snacks for the quarterly Business Enterprise/Residential Meeting, orientation, and seminar applicable to all stakeholders CY 2026 (staggered delivery).

**III. DURATION OF THE CONTRACT**

The contract shall be valid until 31<sup>st</sup> December 2026 effective upon the signing of the Job Order/ Purchase Order.

**IV. AMOUNT OF OCCURENCES AND ASSIGNMENT OF BUDGET**

The Business Development Department will hold a Business Enterprise/Residential Meeting, orientation, and seminar applicable to all stakeholders CY 2026, for which meals and/or snacks will be required. The Department is responsible for coordinating with the selected bidder at least one (1) day prior to the scheduled events.

Item No.	Item Description	Specifications	Unit	Quantity
1	Catering services	<b>(Quantity is subject to change based on the request of the Business Center)</b>		
		Q1 Business Enterprise and Residential Meeting <i>(Target Date: March 2026)</i>		
		AM Snacks (Business Enterprise)	PAX	120
		PM Snacks (Residents)	PAX	80
		Lunch	PAX	70
		Q2 Business Enterprise and Residential Meeting <i>(Target Date: June 2026)</i>		
		AM Snacks (Business Enterprise)	PAX	120
		PM Snacks (Residents)	PAX	80
		Lunch	PAX	70
		Q3 Business Enterprise and Residential Meeting <i>(Target Date: September 2026)</i>		
		AM Snacks (Business Enterprise)	PAX	120
		PM Snacks (Residents)	PAX	80
		Lunch	PAX	70
		Q4 Business Enterprise and Residential Meeting <i>(Target Date: November 2026)</i>		
		AM Snacks (Business Enterprise)	PAX	120
		PM Snacks (Residents)	PAX	80
		Lunch	PAX	70
		Snacks for Meetings Related to the Operations of the Business Center <i>(as needed)</i>		
		March	PAX	20

	April	PAX	20
	May	PAX	20
	June	PAX	20
	July	PAX	20
	August	PAX	20
	September	PAX	20
	October	PAX	20
	November	PAX	20
	December	PAX	20

**V. APPROVED BUDGET**

PROCURABLE ITEM	PAP CODE	APPROVED BUDGET FOR THE CONTRACT (ABC)
SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS, SNACKS AND OTHER MATERIALS FOR BUSINESS ENTERPRISE AND RESIDENTIAL MEETING AND OTHER ACTIVITIES RELATED TO THE OPERATION OF THE BUSINESS CENTER FOR THE CONTRACT	GDS-103	PHP 400,000.00
<b>TOTAL</b>		<b>PHP 400,000.00</b>

**VI. MODE OF PAYMENT**

JHMC shall pay the Winning Bidder for services rendered on a **staggered basis**. The Business Development Department will process payments within twenty (20) business/working days upon receipt of the Billing Statement, Charge Invoice, and/or Statement of Account from the Winning Bidder.

**I. 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 meals/snacks (staggered delivery) 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 procurement.
4. JHMC follows the existing government financial policies, laws, rules, and regulations for this procurement.

**II. MODE OF PROCUREMENT**

The approved mode based on the CY 2026 Annual Procurement Plan (APP) is Small Value Procurement (SVP).

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