

SCOPE OF SERVICES FOR THE PROCUREMENT OF SUPPLIES, CATERING AND OTHER SERVICES FOR THE JHMC ANNIVERSARY PROGRAM FOR CY 2024

I. BACKGROUND

The ASD Human Resource Division programmed the celebration of the JHMC’s 30th Anniversary as part of the approved Project Procurement Management Plan (PPMP) for CY 2024 and subsequently incorporated in the JHMC’s Approved Corporate Operating Budget (COB) to be implemented on 31 July 2024.

II. OBJECTIVE

The objective of this procurement is to procure the services of a single provider who is expected to deliver the ordered supplies, catering and other event services (*procured by lot*) for the JHMC Anniversary Program for CY 2024.

III. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	APPROVED BUDGET
Procurement of supplies, catering and other services for the JHMC Anniversary.	GDS 130	PHP 150,000.00
TOTAL		PHP 150,000.00

No.	Particulars		Total Amount
1	Eucharistic Mass	Stipend	Php 5,000.00
		2 Altar Flower Arrangement	Php 1,000.00
		Offertory 1 basket of fruits and bread 1 basket of vegetables	Php 3000.00
		4 candles	Php 1,000.00
2	Lunch (assisted buffet) one (1) soup dish two (2) meat dishes (chicken, pork) one (1) fish dish one (1) vegetable dish rice soda or fruit juice water grazing table for dessert: fruits, cake, nuts, cookies, etc	120 pax	Php 125,000.00
3	Performers		Php 15,000.00

Approved Budget for the Contract (ABC)

PHP 150,000.00

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 meals/snacks and other event 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.

VI. MODE OF PROCUREMENT

The approved mode based on the CY 2024 Annual Procurement Plan (APP) is Small Value Procurement (SVP).