

SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS AND SNACK FOR THE CONDUCT OF LOCATORS MEETING INCLUDING ORIENTATION AND SPOT INSPECTION ON CY 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 Special Economic Zone Administration Department of the John Hay Management Corporation (JHMC-SEZAD).

In accordance with the successful implementation of the activities, the Procurement of Catering Services is needed to provide meals and snacks for the Locators Meeting, Spot Inspection and Orientation of prospective clients on the CREATE MORE Act.

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 Locators Meeting, Orientation, and Spot Inspection CY 2025.

III. DURATION OF THE CONTRACT

The contract shall be valid until 31st December 2025 effective upon the signing of the Job Order/ Purchase Order.

IV. AMOUNT OF OCCURENCES AND ASSIGNMENT OF BUDGET

The Special Economic Zone Administration Department will hold a quarterly and other meeting and Spot Inspection, 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.

V. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	APPROVED BUDGET
Procurement of meals and snacks for Special Economic Zone Administration Department	GDS – 145	PHP 350,000.00
TOTAL		PHP 350,000.00

No.	Particulars		Total Amount
1	<p>QUARTERLY LOCATORS' MEETING (150 pax)</p> <p>Date of Delivery:</p> <p>To be determined.</p> <p>Proposed Menu:</p> <ul style="list-style-type: none"> • AM Snacks - Sandwich/ Noodles/ Pastry and Canned Juice/ Soda • Lunch - Heavy Meal: 3 Viands (2 Meat/ Fish and 1 Vegetable), Rice, Dessert, and Bottled Water/ Juice/ Soda • With free-flowing Coffee 	1 LOT	PHP 300,000.00
2	<p>MONTHLY ORIENTATION OF RA 115334 (CREATE MORE Act.). (15-20 pax)</p> <p>Proposed Menu:</p> <ul style="list-style-type: none"> • Meal: 3 Viands (2 Meat/ Fish and 1 Vegetable), Rice (Plain/ Fried), Canned Juice/ Soda, Dessert • Snacks: Pastries/ Pasta, Canned Juice/ Soda and Free Flowing Coffee 	1 LOT	PHP 40,000.00
3	<p>MONTHLY SPOT INSPECTIONS together with different Government Line Agencies (15-20 pax)</p> <p>Proposed Menu:</p> <ul style="list-style-type: none"> • Meal: 3 Viands (2 Meat/ Fish and 1 Vegetable), Rice (Plain/ Fried), Canned Juice/ Soda, Dessert • Snacks: Pastries/ Pasta, Canned Juice/ Soda and Free Flowing Coffee 	1 LOT	PHP 10,000.00

VI. MODE OF PAYMENT

JHMC shall pay the Winning Bidder for services rendered on a **staggered basis**. The Special Economic Zone Administration 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, deliver, and other charges.
2. The Winning Bidder shall deliver the 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 procurement.

II. MODE OF PROCUREMENT

The approved mode based on the CY 2024 is Negotiated Procurement (NP); Small Value Procurement (SVP).