

MEMORANDUM CIRCULAR NO. 2018 – 05

**TO : ALL MEMBERS/INTERESTED PARTIES**

**FROM : THE BIDS & AWARDS COMMITTEE**

**DATE : March 2, 2018**

**SUBJECT : INVITATION TO BID FOR THE REPLACEMENT OF MAIN CLUBHOUSE ROOFING AND REPAIR OF EVES & GUTTERS**

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Members and Interested parties are hereby invited to submit bids for the Rehabilitation of the Main Clubhouse Roofing and Repair of Eves & Gutters of Valley Golf & Country Club, Inc..

1. To be able to participate in the bidding, all interested parties are required to submit the following pre-qualification documents in the Office of the President on or before **5:00 p.m. on March 14, 2018.**
  - a) Letter of Intent
  - b) Company Profile
  - c) Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate.
  - d) Articles of Incorporation and By-laws.
  - e) Valid Mayor's Permit/Business permit for current year.
  - f) BIR Registration Certification, which contains the Taxpayer's Identification Number.
  - g) Income Tax Returns or Tax Clearance.
  - h) Audited Financial Statements stamped "received" by the BIR for the immediately preceding calendar/fiscal year and for the last three (3) years.
  - i) Certification under Oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct.
  - j) Certificate under Oath that the bidder has complied with all pertinent Labor Laws.
  - k) Sworn affidavit of the bidder that he/she or any officer of the corporation is not related to the President of Valley Golf & Country Club, Inc. by consanguinity or affinity up to the third civil degree.
2. Valley Golf reserves the right to accept or reject any bid, to cancel/or annul the bidding process, subject the project to rebidding and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders
3. Qualified bidders are required to attend the **PRE-BID CONFERENCE** on **March 21, 2018 at 10:00 a.m. in the Club's Board Room.**
4. The terms of reference and scope of work are contained in the attached Annex "A". All bids must be in accordance with Annex "A" – Format/Template specified by the BAC which is available in the Basement Office for a non-refundable amount of P5,000.00.
5. All bids must be accompanied by a **Cash Bond of P 100,000.00**, refundable to non-winning bidders within thirty (30) days from date of opening of bids.
6. Submission of **FINAL SEALED BIDS AS PER FORMAT/TEMPLATE SPECIFIED BY THE BAC** will be on or before **5:00 p.m. on March 24, 2018** in the Office of the President unless otherwise postponed by the BAC.

For inquiries you may contact Golf Director Mr. Rizaldy Legaspi at telephone no. 5707216 or 09173178575.

**THE BIDS & AWARDS COMMITTEE**