

**Memorandum Circular No. 2021- 04**

TO : ALL MEMBERS and INTERESTED PARTIES  
FROM : THE BIDS & AWARDS COMMITTEE  
DATE : February 4, 2021  
SUBJECT : **INVITATION TO TENDER FOR THE MANAGEMENT AND OPERATION OF THE FOOD & BEVERAGE/ RESTAURANT SERVICES AT VALLEY GOLF & COUNTRY CLUB, INC.**

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We wish to invite you to submit an offer to operate, manage and maintain the restaurant outlets of our Club at the following locations, namely:

1. The Main Clubhouse
2. The North Clubhouse
3. The Swimming Pool Kitchen

The following are the guidelines when participating in the bidding:

- 1.0 Participants in the Tender must:
  - 1.1 Be a corporation that is duly organized, validly existing, and in good standing under Philippine laws.
  - 1.2 Be a legitimate independent contractor with a paid-up capital of at least ₱ 1,000,000.00 and sufficient equipment, tools, expertise and manpower resources to independently conduct its business.
  - 1.3 Have full power, authority, and legal right to execute, perform, and enter into a binding and enforceable agreement.
  - 1.4 Have no litigation, court or administrative proceedings pending or threatened that could adversely affect the validity or enforceability of a Concessionaire Agreement or its ability to comply with its obligations in such an agreement.
  - 1.5 Have all the permits, licenses, consents, and authorizations necessary for the due and proper performance of all its obligation as a Food and Beverage/ Restaurant operator or outlet.
  - 1.6 Has been in the food and beverage restaurant business for **AT LEAST FIVE (5) YEARS** and/or, if less than 5 years, the principal or key management personnel must have a cumulative education and experience in the F&B industry of at least 20 years and the ability to demonstrate similar type of experience. The principal or key management personnel must make a written commitment with the Club to stay with the participant for the duration of contract with the Club. (Penalties for breach of commitment to stay to be included in Contract).
  - 1.7 Have an existing restaurant outlet and/or is presently managing and operating a restaurant with the size and operation of the main clubhouse restaurant which can accommodate as much as 200 pax at any given time.
- 2.0 Participants in the Tender must submit the following **pre-qualification documents** to the Office of the Internal Auditor not later than **February 18, 2021, 1pm**:
  - 2.1 Letter of Intent addressed to the President, Valley Golf & Country Club, Inc.
  - 2.2 Company Profile including present business – Restaurant, Cafeterias, Canteens, Concessions, caterings, Bakeshops, etc.
  - 2.3 Audited Financial statements with BIR received stamp for the last three (3) years.
  - 2.4 Track Record with Certifications from previous and or existing clients.

- 2.5 SEC Registration, Articles of Incorporation and By-laws, latest General Information Sheet filed and other permits/ licenses from the pertinent authorities necessary to run an F&B business.
  - 2.6 Valid Mayor's Permit/Business permit for current year.
  - 2.7 BIR Registration Certification, which contains the Taxpayer's Identification Number.
  - 2.8 Sworn statement that it has and will maintain throughout the duration of the Concession Agreement an exemplary record of health, hygiene, and food safety and a certificate from appropriate health agencies of the government that its restaurants have never been involved in any health related issues.
  - 2.9 Sworn statement attesting that the company has no pending cases with the courts or administrative agencies such as labor cases and/or administrative cases that may adversely affect the validity and enforceability of the Concessionaire Agreement or the participant's ability to comply with its obligations under such an agreement.
  - 2.10 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.
  - 2.11 Certificate under Oath that the bidder has complied with all pertinent Labor Laws.
  - 2.12 Affidavit of the bidder that he/she or any officer of the corporation is not related to the Board of Directors of Valley Golf & Country Club, Inc. by consanguinity or affinity up to the third civil degree.
  - 2.13 Secretary's Certificate authorizing participant to join the bidding and appointing the authorized signatory to sign all papers and contract.
  - 2.14 Affidavit or undertaking signed by the President or Treasurer that participant pays its employees their salaries and wages, withhold and remit taxes and remit social security and other social welfare contributions strictly according to relevant laws and regulations.
- 3.0 Interested parties may visit the restaurant venues of the Club at any time during office hours upon coordination with **Ms. Lanie Aycardo – F&B Coordinator** before the pre-bid conference.
- 4.0 The submitted pre-qualification documents shall be evaluated by the Bids and Awards Committee on February 18, 2021. These selected participants shall be given the Terms of Reference which they may use in preparation of their Draft Plan of Renovation and Operating Concepts.
- 5.0 The Bids and Awards Committee and House Committee shall conduct a **PRE-BID CONFERENCE** with the prospective participants on **February 23, 2021, 1pm.**
- 6.0 The selected participants shall prepare a draft/concept on the renovation of the offered restaurant venues which shall include kitchen and dining equipment, and fixtures together with the estimated cost that may be invested and submitted together with the bid.
- 7.0 The selected participants shall submit an operating concept showing manpower and staffing arrangements and plans in coping with weekend and month end surge of member/customers as well as the Menus and Price Lists of the outlets it will operate also not later than **March 10, 2021, 1pm** together with their Bids.
- 8.0 The selected participants shall invite and bring the House Committee members to a site visit to the participant's existing food and beverage operations outlets and conduct a food tasting session for the House Committee members of food indicated in the submitted Menu Lists after the scheduled opening of bids on March 10, 2021.
- 9.0 All the above will be evaluated by the Bids and Awards Committee and House Committee which will make their recommendation to the Board of Directors of the Club not later than **April 17, 2021.**
- 10.0 Each participant will be informed in writing about the outcome of their offer, whether successful or not.

- 11.0 Compliance and completion of all the above requirement and procedures by any participant in no way imposes upon Valley Golf the obligation to award the contract. The Club shall not be liable for any compensation to any participant whose offer was not accepted, or for deciding not to proceed with awarding the contract.
- 12.0 Announcement of the winning participant will be made on April 20, 2021 based on the documents submitted about this Invitation to Bid and Terms of Reference (Refer to Memorandum Circular 2021-05).
- 13.0 Concessionaire's agreement shall be provided to the short-listed Bidders.
- 14.0 The winning participant, through its duly authorized signatory, shall, upon being informed of the Award and the Notice to Proceed, sign a CONCESSIONAIRES AGREEMENT with the Club incorporating the pertinent Terms of Reference and shall have until June 1, 2021 to commence operations.
- 15.0 All bids shall be accompanied by a bid bond in the form of cash or Manager's check amounting to One Hundred Thousand only P100,000

If you are interested in submitting a bid in response to this invitation, please prepare your Bid in accordance with the requirements and procedures as set out above and submit the same on or before the Deadline for Submission of Bids.

Please acknowledge receipt of this invitation either by email or courier by sending your reply to our designated contact person, Maria Cristina Odon, with email address of [cristinaodon.vgcci@gmail.com](mailto:cristinaodon.vgcci@gmail.com)

Should you have further inquiries, please do not hesitate to call us at 8- 658-4901-03 loc.116

Valley Golf & Country Club, Inc. looks forward to receiving your reply and thank you in advance for your interest in this opportunity.

Yours sincerely,

Cliff Friedman  
General Manager