

MEMORANDUM CIRCULAR NO. 2018 – 18

TO : ALL MEMBERS/INTERESTED PARTIES
FROM : THE BIDS & AWARDS COMMITTEE
DATE : August 28, 2018
SUBJECT : INVITATION TO BID FOR SECURITY SERVICES

Interested parties are hereby invited to submit a sealed proposal to provide **SECURITY SERVICES** for Valley Golf. Details are as follows:

1. Number of Guards
 - Day shift (8 hrs. duty) - 19 Guards
 - Night shift (8 hrs. duty) - 8 Guards
 - Day shift OIC (12 hrs. duty) - 1 Guard
 - Night shift (12 hrs. duty) - 2 Guards
2. Areas to be covered - Sumulong Gate, Ortigas Gate, Bridge Gate, Secondary Gate, Lobby, Main and North Clubhouses, Motor pool, Parking area, Don Celso Tuason Ave. and North and South courses.
3. The contract shall be for a period of two (2) years starting from the issuance of the Notice to Proceed.
4. At least five (5) years experience in providing security services.
5. All bids must be accompanied by a **Cash Bond of P 50,000.00**, refundable to non-winning bidders within thirty (30) days from date of opening of bids.
6. Valley Golf reserves the right to accept or reject any bid, to cancel/or annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.
7. Valley Golf reserves the right to reduce the number of guards deployed and amend the other terms and conditions at any time during the duration of the bidding process or of the contract without incurring any liability to the affected bidder or bidders.
8. The Board of Directors, Officers, Members of Committees and Employees of Valley Golf are prohibited to participate in the Bidding.
9. Qualified bidders are required to attend the **PRE-BID CONFERENCE** on **September 12, 2018 at 11:00 a.m. in the Club's Board Room.**
10. 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 General Manager on or before **5:00 p.m. on September 7, 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) Security License from PNP-SAGSD
 - i) Audited Financial Statements stamped "received" by the BIR for the immediately preceding calendar/fiscal year and for the last three (3) years.
 - j) 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.
 - k) Certificate under Oath that the bidder has complied with all pertinent Labor Laws.
 - l) 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.
11. Submission of **FINAL SEALED BIDS** will be on or before **5:00 p.m. on September 19, 2018** in the Office of the General Manager.

For inquiries you may contact Mr. Jojo Arguelles at telephone no. 6584901 up to 03.

THE MANAGEMENT