

MEMORANDUM CIRCULAR NO. 2018 – 19

TO : ALL MEMBERS/INTERESTED PARTIES

FROM : THE BIDS & AWARDS COMMITTEE

DATE : August 28, 2018

SUBJECT : INVITATION TO BID FOR THE REPAIR/RE-BLOCKING OF DON CELSO TUASON AVE. AND REHABILITATION OF DRAINAGE LINE ALONG DON CELSO TUASON AVENUE

Members and Interested parties are hereby invited to submit bids for the Repair/Re-blocking of Don Celso Tuason Ave. and Rehabilitation of Drainage Line along Don Celso Tuason Avenue 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 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) Contractor's License Number (PCAB) and PhilGEPS Certificate Number
 - 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) 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. The Board of Directors, Officers, Members of Committees and Employees of Valley Golf are prohibited to participate in the Bidding.
4. Qualified bidders are required to attend the **PRE-BID CONFERENCE** on **September 12, 2018 at 10:00 a.m. in the Club's Board Room.**
5. The terms of reference and scope of work are contained in the attached Annex "A". All bids must be in accordance with Annex "A" – Summary of Bill of Quantities specified by the BAC.
6. 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.
7. Submission of **FINAL SEALED BIDS AS PER FORMAT SPECIFIED BY THE BAC** in duplicate in sealed envelopes with company name and be marked with the appropriate "Repair/Re-blocking of Don Celso Tuason Ave. and Rehabilitation of Drainage Line along Don Celso Tuason Avenue" 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 General Manager Mr. Dan L. Salvador III at telephone no. 6584901 up to 03.

THE MANAGEMENT