



Memorandum Circular 2019-06

TO : ALL MEMBERS/INTERESTED PARTIES
FROM : THE BIDS & AWARDS COMMITTEE
DATE : February 28, 2019
SUBJECT : INVITATION TO BID FOR JANITORIAL/COMPANY DRIVER/HANDYMAN AND GARDENER

Interested parties are hereby invited to submit a sealed proposal to provide **JANITORIAL/COMPANY DRIVER/HANDYMAN AND GARDENER** for Valley Golf. Details are as follows:

1. Number of Personnel

- a. Utility/Housekeeper - 8
- b. Company Driver - 2
- c. Handyman - 2
- d. Gardener - 1

2. Areas to be covered

- a. **Housekeeping** materials and equipment needed to maintain the cleanliness and orderliness of the North and Main Clubhouse including two (2) meters of its surroundings except the kitchen, Motorpool Office and Fish Pond.
- b. Qualified and experienced **Handyman** to undertake upkeep repair and maintenance tasks at the interior or exterior of the Clubhouses and other special project of the company.
- c. Qualified and experienced **Company Driver**. Keeping the vehicle clean, in perfect shape, maintained and running well is a big responsibility for the person in this position.
- d. Qualified and experienced **Gardener** to maintain the beauty of plants indoor and outdoor grounds, will perform a general range of maintenance including designing, producing, renewing, and preserving outside spaces.

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 Manpower Agency 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 personnel 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 March 13, 2019, Wednesday, 10:00 am at Valley Golf and Country Club, Inc office.
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 March 13, 2019, Wednesday at Valley Golf and Country Club, Inc office.
 - a. Letter of Intent
 - b. Company Profile
 - c. Job Description of different positions
 - d. Salary Bracket
 - e. Mayor's Permit/Business Permit
 - f. BIR Registration
 - g. SSS, PHIC and Pag-ibig Registration
 - h. Paid up Capitalization (Certification from Bank)
 - i. DOLE Department Order No. 174 Series of 2017.
 - 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. Questions or clarifications regarding the Bidding shall be made in writing and be submitted in the Office of the General Manager on or before March 20, 2019.
12. Submission of **FINAL SEALED BIDS** will be on or before March 23, 2019, 1:00 pm in the Office of the General Manager.
13. Opening of Bids will be on March 23, 2019 at 1:30 pm.

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

THE MANAGEMENT