

**Memorandum Circular 2019-07**

**TO : ALL MEMBERS/ INTERESTED PARTIES**  
**FROM : THE BIDS & AWARDS COMMITTEE**  
**DATE : April 25, 2019**  
**SUBJECT : INVITATION TO BID FOR THE RENOVATION OF SWIMMING POOL**

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Members and Interested parties are hereby invited to submit a sealed proposal for the repair of Swimming Pool for Valley Golf & Country Club, Inc. Details are as follows:

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 Internal Auditor on or before **May 3, 2019 at 3:00pm.**
  - 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) Valid Mayor's Permit/Business permit for current year.
  - e) BIR Registration Certification, which contains the Taxpayer's Identification Number.
  - f) Experience in renovating a 430 sq. m swimming pool or a cumulative experience in renovating totaling 800 sq. m swimming pool as evidenced by copies of Engineer's Certification of work or copies of contract of clients.
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 **May 8, 2019 at 10:00 a.m. in the Club's Board Room.**
5. The scope of work is contained in the attached Annex A. All bids must be in accordance with Annex A.
6. All bids must be accompanied by a **Cash Bond of P100,000** refundable to non-winning bidders within sixty (60) days from date of opening of bids. Cash bond should either be in cash or Manager's check, no other form will be accepted.
7. Submission of **FINAL SEALED BIDS AS PER FORMAT SPECIFIED BY THE BAC** in duplicate sealed envelopes with company name and be marked with the appropriate "Renovation of VGCCI Swimming Pool" will be on or before **May 15, 2019, 1:00 pm** in the Office of the Internal Auditor.
8. Opening of Bids will be on May 15, 2019 at 1:30pm.

For inquiries you may contact Ms. Maria Cristina Odon at telephone no. 6584901 up to 03 loc. 142.

**THE MANAGEMENT**