

Memorandum Circular No. 2021- 02

TO : ALL MEMBERS and INTERESTED PARTIES
FROM : THE BIDS & AWARDS COMMITTEE
DATE : February 4, 2021
SUBJECT: INVITATION TO BID FOR SECURITY SERVICES

Interested parties are hereby invited to submit a **Letter of Intent** to provide **SECURITY SERVICES** for Valley Golf & Country Club Inc.

1. To be able to participate in the bidding, all interested parties shall have atleast five (5) years in providing security services
2. Submission of Letter of Intent on/before February 16, 2021, 1:00 pm via email at cristinaodon.vgcci@gmail.com or personal at the Internal Audit's Office.
3. Interested bidders are required to submit the following **PRE-QUALIFICATION DOCUMENTS** in the Office of the Internal Auditor on February 16, 2021, 1:00 pm.
 - a) Company Profile
 - b) Security License from PNP-SAGSD
 - c) Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate.
 - d) SEC Certificate of Registration, Articles of Incorporation, By-laws, and latest General Information Sheet (GIS) in case of corporations or partnership with paid-up capital of atleast P5 Million
 - e) DOLE Certificate of Registration pursuant to Department Order 174 (Series of 2017)
 - f) Valid Mayor's Permit/Business permit for current year.
 - g) BIR Registration Certification, which contains the Taxpayer's Identification Number.
 - h) 2015 to 2019 Income Tax Returns or Tax Clearance
 - 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 Board of Directors of Valley Golf & Country Club, Inc. by consanguinity or affinity up to the third civil degree.
 - m) List of Major Clients (active/inactive), including name contact person and address of Clients, for the past five (5) years
 - n) List of Insurances and coverage amount, if any
 - o) SSS, PAGIBIG, Philhealth Contribution payment for the last three (3) months
 - p) Frequency of Neuro psycho test / Anger /stress management seminar or equivalent being conducted to guards
 - q) Minimum Requirement for Guard Selection
 - r) Security Plan, maximum of three (3) pages only

4. Interested bidders are required to attend the **PRE-BID CONFERENCE** on February 23, 2021 via zoom. Notice of pre-bid conference will be sent out on February 22, 2021 5:00 pm.
5. Submission of **FINAL SEALED BIDS** will be on or before March 4, 2021 1:00 pm in the Internal Audit's Office using the format specified by the Bids and Awards Committee.
6. All bids must be accompanied by a **Cash Bond of two hundred forty thousands Pesos (P240,000.00)** either in Cash or Manager's Check, refundable to non-winning bidders within sixty (60) days from date of opening of bids.
7. **OPENING OF SEALED BIDS** will be on March 4, 2021, 1:30 pm.
8. To qualify in the bidding, Agency fee shall not be less than 20% of the Bid Price.
9. Number of days to be used in the bidding shall be 393.50 days
10. 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.
11. Valley Golf reserves the right to reduce the number of guards deployed and/or amend the 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.
12. The Board of Directors, Officers, Members of Committees and Employees of Valley Golf are prohibited to participate in the Bidding.
13. For details on scope of work, see attached **Memorandum Circular No. 2021 - 03: Terms of Reference for Security Services.**
14. All communications may either be email, sms, or personal.

For inquiries you may contact Mr. Jojo Arguelles at telephone no. 6584901 up to 03. Local 112 or Ms. Maria Cristina Odon Local 124 or cristinaodon.vgcci@gmail.com.

THE MANAGEMENT