



INVITATION TO BID ON MANPOWER AGENCY SERVICES

NOVEMBER 25, 2025

Valley Golf and Country Club Inc. hereby invites all interested and qualified parties to participate in the Competitive Bidding for the provision of **Manpower Agency Services** for a three-year contract term, subject to annual performance evaluation by the House Committee.

To participate, all interested bidders must submit the following Pre-Qualification Documents to the Office of the General Manager **on or before December 2, 2025**:

1. Letter of Intent
2. Company Profile
3. DTI Certificate of Registration or SEC Registration, Articles of Incorporation, By-Laws, and latest GIS
4. Job Descriptions and Salary Brackets for all positions offered
5. Mayor's Permit / Business Permit
6. BIR Certificate of Registration (Form 2303)
7. SSS, PhilHealth, Pag-IBIG Registration
8. Paid-up Capitalization (Bank Certification)
9. DOLE Department Order No. 174 Series of 2017 compliance
10. Latest Audited Financial Statements and Income Tax Return
11. Certification under Oath that all documents submitted are true and faithful copies
12. Certificate under Oath of compliance with all pertinent Labor Laws
13. Sworn Affidavit of No Relationship up to the 3rd civil degree with VGCCI Board, Officers, Committee Members, and Employees
14. Compliance with DOLE DO 174-A requirement mandating the contractor to provide equipment, tools, and materials

The Pre-Bid Conference will be held on **December 5, 2025, 10:00 AM** at the Valley Golf and Country Club Board Room.

Attendance is mandatory for qualified bidders.

For inquiries and clarifications, you may contact:

Ms. Abigael Bautista Blanco
Controllers Division Head
+63928-2811309

THE MANAGEMENT