



**VALLE VERDE COUNTRY CLUB INC.
TERMS OF REFERENCE
VVCCI RAW MATERIALS SUPPLIES BIDDING**

1. BACKGROUNDER

It is the Club's practice to source out its raw materials such as beef, pork, chicken, seafood and rice to outside suppliers.

The present procedures of procurement of raw materials made by the Valle Verde Country Club Inc. [VVCCI] are from suppliers with established business relationships with the club.

Thus, in line with its policy on procurement and to ensure that it will select the best and most cost efficient supplies, the Club will conduct its procurement by way of bidding.

2. OBJECTIVES

To be able to provide VVCCI qualified and reliable suppliers that will supply and deliver the raw materials on time, understanding the volume required by VVCCI and food safety standards with the best proposal in terms of product specifications, quality, services and price by only VVCCI Accredited Suppliers.

3. SCOPE OF WORK/SERVICES/QUALIFICATIONS

The Raw Material Supplier shall possess the necessary qualifications to be an accredited supplier to VVCCI but not limited to: [Please see Annex "A"]

- a. Supply of Raw Materials [beef, pork, chicken, seafood and rice]
- b. Capacity to Transact
- c. Established Business Transaction and/or Reputation
- d. Company Profile
- e. Government Permits and Accreditations [BIR COR, TIN, and Licenses]
- f. Logistics Structure and Support Services

4. REQUIREMENTS

- a. Submit accomplished bidding forms
- b. Submit Company profile with List of Clients for last three (3) years.
- c. Submit Government Certification and License/s
- d. Submit audited financial statements

5. PROCEDURES

The selection of Raw Materials Supplier will be done thru public bidding.

5.1. INVITATION FOR ACCREDITATION AND TO BID:

Invitation to pre-qualify and to bid shall be done in the following procedures:

- a. Posting – Copies of the invitation shall be posted at all bulletin boards within the Club premises duly approved by the House Committee and Club Manager.
- b. Mailing – Invitation by mail shall also be effected based on the shortlist of accredited suppliers

5.2. ACCREDITATION OF INTERESTED BIDDERS:

Interested accredited suppliers shall secure an Accreditation Form and the Terms of Reference including the list of requirements from the Office of the General Manager.

Submission of accomplished Accreditation Form shall be made thru the Office of the General Manager and/or Legal Office and must comply with the list of requirements.

5.3. EVALUATION OF BIDDERS STATEMENTS / DOCUMENTS

The Accreditation statements / documents shall be evaluated by the Bids and Awards Committee designated by VVCCI based on the criteria set by Finance Committee, House Committee and Management.

5.4. NOTICE TO ACCREDITED SUPPLIERS AND BIDDERS

The Awards & Bids Committee thru Management shall inform / issue notices to Accredited Suppliers detailing the schedule of pre-bidding conference. Suppliers shall also be informed formally for their disqualification.

5.5. PRE-BIDDING CONFERENCE

A pre-bidding conference with the participating accredited suppliers on the date, time and place as indicated in the written notice, shall be held to clarify or explain doubts, ambiguities, and the like in any part of the bid and tender documents, to explain further the scope of work to be done, to have an inventory of the areas covered and other issues pertaining to the bidding. The date, time and place of the bidding shall be announced during the occasion.

5.6. SUBMISSION OF BIDS

All bids shall be submitted at the designated date, time and place of bidding.

The Club shall adopt the two (2) envelope bidding system. The bidders shall submit his/her bid proposal in two (2) copies in a sealed envelope marked, "Bidding For Raw Materials Supplies".

The first envelope shall contain the following statements and documents:

- a. Authority of the signing official or of the attending authorized representatives.
- b. Undertakings and Statement of Commitments.
- c. Timeline / Schedules
- d. Organizational Chart
- e. Certification that the Bid Price is in the second envelope

The second envelope shall contain the following statements and documents:

- a. Bid Price in numbers and letters (should there be any discrepancy, the letters will prevail)
- b. Itemized Bid Offer

5.7. BID OPENING

The opening of the envelopes shall be done in the scheduled date, time and place agreed upon during the pre-bidding conference. At the opening of the bids, there shall be at least two (2) competing accredited suppliers. In case there is only one (1) accredited supplier, the bid envelope shall be returned unopened. The opening of bids shall not be limited to those who are accredited and may include those coming from other accredited suppliers.

Bid envelopes shall be opened according to the order of its receipt. The second envelope shall be opened only after the opening of the first envelope and after it has been confirmed that the contents of the first envelope comply with the requirements earlier mentioned. If the contents of the first envelope are non-compliant, the second envelope shall not be opened and the bidder shall be disqualified from further participating. (Note: VVCCI should clarify what will happen if there is only one bidder, if the lone bidder wins or if VVCCI will wait for other bidders.

Every page of the original copy of all received and opened bids must be validated by all designated management representatives of VVCCI.

All questions, issues and objections relative to the conduct of the bidding shall be submitted in writing to VVCCI immediately after the bidding, but not later than 24 hours therefrom. Otherwise, the same shall be considered waived and/or forever barred.

5.8. EVALUATION OF BIDS

After all submitted and valid bids have been opened, an Abstract of Bids shall be prepared by the designated management representative containing the name of the project, the location, time, date and place of bidding, the names of the bidders and their corresponding bids arranged from the lowest to highest and their corresponding business plan and evaluation criteria set by management.

In the event the winning bidder fails to enter into contract within the stipulated time, any samples and/or product sampling shall be forfeited in favor of VVCCI. In such an event, the contract shall be offered to the second and third best bidder consecutively, to match the best bid. Otherwise, another bidding shall be undertaken by VVCCI in accordance with the procedure set forth.

The Club reserves the right to fully examine the competence of any bidder at any time before the award of the contract.

THE CLUB RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND WAIVE ANY FORMALITY OR INFORMALITY OR DEFECT WITH ANY BID/OFFER SUBMITTED, AND MAY ACCEPT THE BID PROPOSAL WHICH IS DEEMED MOST ADVANTAGEOUS TO THE CLUB. THE DECISION OF VVCCI SHALL BE CONSIDERED FINAL.

5.9. CONDUCT OF THE MEMBERS OF THE CLUB WHO WISH TO BID FOR VVCCI RAW MATERIALS SUPPLIES

Any member of the club who wishes to bid for VVCCI Raw Materials Supplies must abide by the standard bidding requirements and procedures imposed on any ordinary bidder and must respect the decision of the Awards & Bids Committee, favorably or unfavorably, on his bid.

A member of the club who is part of the committee or is involved directly or indirectly, in the deliberations about the VVCCI Raw Materials Supplies Bidding, is disqualified from participating in the bidding for that VVCCI Raw Materials Supplies Bidding to avoid conflict of interest.

5.10. AWARD OF CONTRACT

A contract shall be awarded to the most advantageous offer and in conformity to the requirements, terms and conditions and other criteria set by management. The following factors, among others, shall be considered in evaluating the proposals and the awarding of the contract:

- Company Profile & Financial Capability - 40%

• Track Record	-	20%
• Bid Price	-	40%
		====
TOTAL		100%

5.11. NOTICE OF AWARD

The management shall inform the winning bidder by means of a Notice of Award and of the schedule of the contract signing. The losing bidders shall also be notified accordingly and their bidder's bond returned.

5.12. ACCEPTANCE OF NOTICE OF AWARD

An acceptance letter is likewise required from the winning bidder. Otherwise, the bidder's bond shall be forfeited if no such letter is received within three (3) working days from receipt of the Notice of Award.

The following documents shall form part of the contract:

- Accreditation Form
- Contract Agreement
- Conditions of the Contract
- Specifications
- Invitation to Bid
- Instructions to Bidders [Bidding Documents]
- Performance Security, if required
- All documents contained in the bid envelope

5.13. CONTRACT SIGNING

VVCCI and the successful bidder or its duly authorized representative shall provide and execute the contract within seven (7) working days from receipt of the Notice of Award.

READ UNDERSTOOD and IN CONFORME:
VVCCI RAW MATERIALS SUPPLIES 2016

SIGNATURE OF THE BIDDERS AUTHORIZED
REPRESENTATIVE

TERMS OF REFERENCE- VVCCI RAW MATERIALS SUPPLIERS BIDDING
Valle Verde Country Club Inc.
2016

TYPE	RAW MATERIAS SUPPLIES BIDDING
RAW MATERIALS	Beef, Pork, Chicken, Seafood and Rice
ACCREDITATION REQUIREMENTS	• Capacity to Transact [At least 21 years of Age] • Established Business Transaction and/or Reputation • Company Profile, TIN, BIR COR, List of Clients • Government Certification and Licenses • Logistics Structure and Support Services
PRODUCT STANDARDS	• Quality Control System • Food Safety Standards • Site and Storage Facility • Delivery and Logistics
ACCREDITATION PERIOD	At least One (1) Year
CONDITIONS	• Price and Product Specifications must be stated • Open to Sampling • VVCCI Accreditation is required prior participation in the Bidding Process • Multiple Raw Material Supplier is allowed • Ocular Inspection of Site and Storage Facility • Delivery and Transfer System • Subject always to the prior application of the "Arbitration Clause", all disputes and differences arising under or in connection with the Supplier (if any) shall be subject to the exclusive jurisdiction of the Courts of the Philippines who shall apply the laws of the Philippines. • Penalty and Delay Clauses
ARBITRATION CLAUSE	The seat of arbitration shall be Pasig City, Philippines.
MODE OF PAYMENT	• Monthly or 30 days • Quarterly • Semi-monthly • Cash
ACCREDITED SUPPLIER	
ALL IN OFFER	

READ UNDERSTOOD and IN CONFORME:
VVCCI RAW MATERIALS BIDDING 2016

SIGNATURE OF THE BIDDERS AUTHORIZED REPRESENTATIVE



V. LLE VERDE COUNTRY CLUB, INC.
SUPPLIER'S ACCREDITATION

ACCREDITATION NO.: _____

NAME OF COMPANY _____

OFFICE ADDRESS _____

TELEPHONE NO. _____

FAX NO. _____

TYPE OF BUSINESS _____

IF CORPORATION, DATE OF INCORPORATION _____

NAME OF OWNER/S _____

CONTACT PERSON _____

POSITION _____

MOBILE NO. _____

EMAIL ADDRESS _____

LINE OF BUSINESS/PRODUCTS _____

PAID-UP CAPITAL _____

BANK REFERENCE _____

LIST OF CLIENT NAME OF COMPANY / CONTACT # / CONTACT PERSON

1. _____
2. _____
3. _____
4. _____
5. _____

NOTE: Please submit the accomplished form together with the following documents:

FOR CORPORATION

1. Notarized Affidavit
2. Business Permit
3. VAT Registration
4. Latest Financial Statement
5. SEC Registration
6. Articles of Incorporation
7. Photo copy of Invoice & OR

FOR SOLE PROPRIETORSHIP

1. Notarized Affidavit
2. Business Permit
3. VAT Registration
4. Latest Financial Statement
5. DTI Registration
6. Photo copy of Invoice & OR

FOR VVCO USE ONLY:

RECOMMENDATION:

☐ APPROVED

☐ DISAPPROVED

☐ ON-HOLD

PREPARED BY:

(Signature over Printed Name)

CHECKED/

RECOMMENDED BY: Materials & Supplies Supervisor / Purchasing

APPROVED BY:

Accounting Manager

AFFIDAVIT OF CONTRACT / SUPPLIER APPLICANT

I, _____, of legal age, being the _____ (position)
of the _____ (name of company) with office address at _____,
after having been duly sworn in
accordance with law, do hereby declare the following: .

1. THAT, I am duly authorized to make this statement, as manifested in the attached written authority from the owner/governing board of _____ (name of company);
2. THAT, I am familiar with the books of _____ (name of company);
3. THAT, on behalf of _____ (name of company), I hereby apply for accreditation as _____ of Valle Verde Country Club, Inc.
4. THAT, all information and documents submitted in connection with this application are true and correct;
5. THAT, I reaffirmed all information and documents previously submitted to Valle Verde Country Club, Inc., if any, in connection with our pre-qualification statements, and that the same may be used by Verde Country Club, Inc. in evaluating this application;
6. THAT, Valle Verde Country Club, Inc. is authorized to verify from sources, other than those listed in the application form, the authenticity and correctness of the information and documents submitted;
7. THAT, I fully understood that failure to complete the application form shall be ground for disqualification;
8. THAT, withholding information, whether intentional or not, making false representations in the application form and submitting falsified documents will automatically result to disqualification and our company and I will be barred from participating in future biddings in the Verde Country Club, Inc.;
9. THAT, I am liable for any misrepresentation made in connection with this application.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ 20____
at _____ Philippines,

AFFIANT

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____ Affiant exhibiting his/her
SSS/CTC No. _____ issued on _____ at _____

Doc. No. _____

Page No. _____

Book No. _____

Series of : _____



**VALLE VERDE COUNTRY CLUB, INC.
BIDS AND AWARDS COMMITTEE**

Valle Verde Country Club, Inc , through the Bids and Awards Committee, invites all interested members and suppliers to submit bids for the supply of the following :

Wastewater Treatment Plant (WTP) , designed and guaranteed to pass LLDA set standards to wit ;

SCOPE OF WORK

- 1. Supply of Engineering Designed works and design for Sewage Treatment Plant including Design Process for Valle Verde Country Club , Inc. located at Capt. Javier St. Ugong Pasig City capacities as indicated in the design basis. The designed treatment facility capable to consistently reduce the BOD, COD, TSS, pH, Color Oil and Grease, and coliform surpassing the LLDA prescribed effluent standard.**
- 2. Supply all the equipment electrical and civil works using metallic tank coated with epoxy requirement for Wastewater Treatment Plant.**
- 3. Assistance for Testing, start-up and commissioning of the Wastewater Treatment Plant equipment and its appurtenances.**
- 4. Preparation and submission of three (3) sets of operation and maintenance manuals.**
- 5. Training of personnel for WTP operation and maintenance procedure or process based on maintenance.**
- 6. Submission of three (3) sets of as-built drawings.**
- 7. Preparation of Engineers Report and assistance for processing of discharge permit with LLDA**

ELIGIBILITY REQUIREMENTS/DOCUMENTS & SCORING		PRESENT/ABSENT
Management/Organization (30%)	SCORE	
1. Company Profile		
2. Valid and current Mayor's Permit/municipal license, if doing business in the Philippines and Taxpayer's Identification Number and Letter of Intent.		
3. Department of Labor and Employment (DOLE) Certificate of Registration, pursuant to DO 18-A.		
4. The equivalent of a Department of Trade and Industry business name registration or Securities and Exchange Commission (SEC) Registration Certificate, Articles of Incorporation, By-Laws and most recent general Information Sheet (GIS), whichever is applicable from the country of registration, if not already doing business in the Philippines. Valid and duly notarized Joint Venture Agreement, in case of a joint venture.		
5. Full information on the status or last disposition about any litigation, mediation, or arbitration resulting from contracts completed or ongoing under its execution over the last FIVE (5) years.		
Financial Capability and Documents (15%)	SCORE	
6. The prospective bidder's audited financial statements the last THREE (3) years prior to the date of call for pre-qualification documents; or in the case of new entities that cannot produce audited financial statements for the last three years, a statement as to the capacity and plan of action to undertake the project.		
Track Record (15%)	SCORE	
7. A statement of the prospective bidder's ongoing, committed and completed government and private		

ELIGIBILITY REQUIREMENTS/DOCUMENTS & SCORING	PRESENT/ABSENT
contracts within THREE (3) years prior to the date of issuance of the call for pre-qualification documents, including contracts awarded but not yet started, if any. The statement shall include the information for each contract in the form provided in the Pre-qualification Form.	
Bidder's Price (40%) SCORE	
8. Statement of prospective bidder's Cost Schedule or fixed prices during the performance of the contract, considering the specifications provided by the Client and not subject to variation or price escalation on any account.	
a. No. of workers	
b. Total bid price	
TOTAL CRITERIA SCORE	
Verified by: _____ Printer name over signature	
Date:	
Remarks:	

Noted by:

MA. THELMA M. VALDEPEÑAS
General Manager

Recommending Approval by:

Chairman, Bids and Awards Committee

Approved by:

Director
For the Board of Directors

TIMELINES ON REBIDDING FOR VVCC 2016

DATE	DETAIL	BY WHOM	REMARKS
October 10, 2016	Announced in the Operations Meeting the rebidding of major raw materials like chicken, pork, beef, seafood and rice. Including the 3rd party contracts of manpower, security and pest control. This is a process that is done every 2 years for all suppliers.	TMV to all DHs	Have emailed the same and asked Ms. Mavs to assist in doing the TOR. We are opening this to all members, old suppliers and new suppliers which Chef John (common with suppliers I have worked with before).
October 11, 2016	Conferring with Ms. Mavs what will be included in Annex A for the raw materials first-TOR	TMV/Ms. Mavs	
October 13, 2016	First look at the draft of the TOR	TMV/Ms. Mavs	
October 14, 2016	Finalization of the TOR and submission to Atty. Ernie/Sir Noli/Sir Boy for comments/review	TMV	
October 17-21, 2016	Will wait for the comments of the BOD to finalize TOR	TMV/BOD	While waiting, will prepare the Invitation to bid letter; classify suppliers who can supply for multiple raw materials like chicken and pork, pork and beef etc

October 24-25, 2016	Raw materials up for bid to members, old or existing suppliers and new suppliers	TMV/Ms. Pinky	Ms. Pinky to circulate to members the invitation to bid; TMV to ask from Ms. Thina or Ms. Izay the names and contact details of the existing suppliers; will send to new suppliers based on Chef John's list
October 27-November 4	Bidding of all interested suppliers based on TOR		To be submitted to the GMs office
November 7, 2016	Opening of the bids in front of the Ms. Izay, Ms. Mavs, Ms. Thina, Sir Dick	TMV	TMV to make a summary of the bids and award to the lowest bidder; TAKE NOTE quality is also a major consideration
November 9, 2016	Final reporting to the BOD and awarding to the qualified suppliers	TMV	It should be noted that an unannounced store visit will be conducted by the GM, Auditor and Security will be done at random
November 14, 2016	ONLY qualified and legitimate suppliers will be considered for the Club's raw materials requirements	TMV/MS. Izay, Purchasing	For emergency purchases, the 3 quotes will have to be accomplished before buying in any supermarket/outside supplier