



Republic of the Philippines
Mountain Province State Polytechnic College
 Bontoc, Mountain Province

BIDS AND AWARDS COMMITTEE

INVITATION TO BID

The Mountain Province State Polytechnic College, through its Bids and Awards Committee (BAC) invites registered concessionaires to participate and to for bidding of the MPSPC Canteen – Tadian Campus.

The schedules of activities are as follows:

BAC Activities	Schedule
1. Advertisement/Posting of Invitation to Bid/Request for Expression of Interest	July 3 – July 9, 2015
2. Issuance and availability of Bidding Forms	July 3 – 22, 2015 (from 8:00 am – 5:00 pm)
3. Pre-bid Conference Time: Place:	July 9, 2015 2:00 P.M. Conference Room, Admin, Bldg. Bontoc Campus, Bontoc, Mtn. Prov.
4. Request for clarification/Site visit of interested applicants	July 10-11, 2015
5. Submission, receipt, and opening of Bids Closing Time: Opening of Bids: Place:	July 22, 2015 2:00 o'clock P.M. 2:30 P.M. MPSPC Conference Room Bontoc, Mt. Province
6. Bid Evaluation	July 22, 2015 Start at 2:30 P.M.
7. Post – qualification	July 22-28, 2015
8. Approval of resolution/ Issuance of Notice of Award	July 29, 2015
9. Contract preparation and signing	Upon receipt of Notice of Award by the winning bidder
10. Approval of Contract by higher authority	After signing of contract by both parties
11. Issuance of Notice to Proceed	Upon approval of the contract

Prospective bidders should submit a formal intent and business proposal to this office following the below-listed format on or before with the following requirements:

- ✓ Business Profile (nature of business [single proprietorship, corporation or partnership, cooperative, etc.], registered name and name of owner/manager, location/address/phone number

of the office, particular services offered, number of year/s months in food/catering business, and other pertinent information);

- ✓ Service Record (Record or Listing of institutions that have been served or being catered to or clients in Mountain Province – for reference purposes only, if any);
- ✓ Proposed/Offered Daily Menu (for meals and snacks items) with prices for each food viand/items;
- ✓ Legal requirements (photocopies of Business Permit, Mayor's Permit, DTI Registration, BIR Registration, Fire Safety Clearance/Certificate, Sanitation and Health Certification including those of the canteen staff, crew, and handlers)
- ✓ Other clearances (Police, Court, NBI, etc.)

Absence of any of these requirements, the application/proposal shall not be considered. These same requirements are to be used as criteria for pre-selecting the most suitable business proposals for our consideration.

The following information, terms and conditions would help all interested parties come up with a good business proposal:

- a. The above mentioned College property is available for rent with an initial contract for three years subject to renewal upon establishment of the lessee's track record of very satisfactory performance or above.
- b. The projected population that will need the services of the canteen is about 2,500 students and about 100 employees.
- c. The target is to have a canteen concessionaire that will operate from 6:30 AM until around 8:00PM, daily, from Monday to Friday of the week, and half-day of Saturday morning.
- d. The College shall provide tables and chairs and other furniture that are already present in the canteen premises.
- e. The monthly fee for the concessionaire is exclusive of water, electricity and housekeeping services for the common areas.
- f. The concessionaire is expected to provide regular food and beverage services for the community which shall consist of quality and hygienically-prepared meals (breakfast, lunch and dinner) and snacks items for students and clients. Beverage service shall consist of all forms on non-alcoholic and non-carbonated drinks.
- g. The concessionaire shall determine the prices of its products being sold, but at affordable prices particularly for the students/consumers.
- h. The Campus is an environment-friendly campus, as such, Styrofoam and single-use disposable products are not allowed. Re-usable dishware (plates, glasses, utensils, etc.) is a must for all concessionaires.