



12 July 2019

SUBJECT : Invitation to Submit Proposal for the Procurement of Catering Services for the Bid Opening for Privatization of Power Assets - Malaya Thermal Power Plant (Project Reference No. 2019-NP-SVP-CSBOPPA-040-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring **Catering Services for the Bid Opening for Privatization of Power Assets - Malaya Thermal Power Plant** with an Approved Budget for the Contract (ABC) in the amount of **ONE HUNDRED FIFTY THOUSAND PESOS (PHP150,000.00)**, inclusive of VAT.

In this regard, may we invite your company to submit a proposal for this project based on the requirements set forth in the *Terms of Reference* (Annex A), and the *Detailed Bid Price Schedule* (Annex B).

Your proposal should include certified true copies of the following documents:

1	Certification of PhilGEPS Registration/PhilGEPS Registration Number ¹
2	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
3	<p>Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</p> <p>Latest Annual Income Tax Return (ITR) shall refer to the ITR for the year 2018 filed in 2019. For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.</p>

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership

4	Latest Business Tax Return refers to the following, whichever is applicable:		
	a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter; and ii. latest month prior to the bid opening.	and/ or	b) Quarterly Percentage Tax Returns BIR Form No. 2551
Bidders filing both VAT and Percentage Tax Returns must submit both returns.			
5	Notarized Omnibus Sworn Statement (Annex C)		

The signed copy of Detailed Bid Price (Schedule A) shall also be submitted as part of your proposal.

As a rule, please be informed that PSALM reserves the right to accept or reject proposal, and/or annul this procurement, at any time prior to contract award, without incurring liability. Further, PSALM will not be responsible for any costs or expenses encountered by your company in the preparation of your proposal.

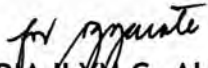
Kindly deliver your sealed proposal to the undersigned, at the PSALM Office, 24th Floor Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, 1105 Quezon City on or before **10:00AM, 18 July 2019**. Thereafter, proposals will be opened at **10:15AM**, of the same day and venue, in the presence of your authorized representative/s who may wish to attend the same.

For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee
Power Sector Assets and Liabilities Management Corporation
24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives,
North Avenue, 1105 Quezon City
Telephone No.: (02) 248-4861
Tel. Fax: (02) 248-4879
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BACSec2019@psalm.gov.ph

Very truly yours,


MARIA ILYN G. ALBITO
Chairperson
Bids and Awards Committee

TERMS OF REFERENCE (TOR)
Procurement of Catering Services for the
Bid Opening for the Privatization of Power Assets - Malaya Thermal Power Plant
(Project Reference No. 2019-NP-SVP-CSBOPPA-040-01)

RATIONALE

PSALM Corporation's Bid Opening for the Privatization of Malaya Thermal Power Plant is tentatively scheduled on 09 August 2019 and will be conducted within PSALM office. To maximize attainment of the objective of the event, a catering services will be contracted with the following terms and conditions:

I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of **ONE HUNDRED FIFTY THOUSAND PESOS (PHP150,000.00)**, inclusive of all applicable bank and government charges.

II. Scope of Service

The service provider should be able to provide PSALM the catering services inclusive of meals, drinks, and other requirements specified in item III.

III. General Requirements

- A. Event Date: Tentative date of the event is on 09 August 2019; 8:00A.M. - 4:00 P.M. subject to change with prior notice a week before the final date.

The event is divided into two parts:

- 1st part: 8:00 A.M. -12:00 NN
2nd part: 12:00 NN - 4:00 P.M.

- B. Guaranteed number of persons:

- 1st part is good for 40 persons (Breakfast)
2nd part is good for 100 persons (Lunch and PM Snacks)

- C. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

IV. Specific Requirements

A. Food Requirement

- i. HEAVY BREAKFAST (PLATED)
 - a. Steamed Rice
 - b. Main menu (2 hot dishes):
 1. Choice of beef or pork; and
 2. Choice of chicken or fish
 - c. Egg (choice of scramble egg or omelet)
 - d. Side veggies (e.g. tomato or cucumber)
 - e. Fresh fruits

- ii. **MANAGED LUNCH BUFFET** must include:
 - a. Yang Chow rice
 - b. Pasta
 - c. Chowder soup
 - d. Green (vegetable) salad
 - e. Main menu (3 viands):
 - 1. Fish;
 - 2. Chicken; and
 - 3. Beef
 - d. Drinks - concentrated fruit juice and house blend iced tea
 - e. Desserts - custards, puddings and fresh fruits
- iii. **PM SNACKS** must include:
 - a. Clubhouse sandwich
 - b. Drinks - concentrated fruit juice and house blend iced tea
- iv. Free flowing brewed coffee and tea throughout the duration of the event including sugar, creamer and milk.
- v. Ice for beverages

B. Other requirements

- i. The catering service provider shall also provide the following:
 - a. Complete buffet set-up with centrepiece flower arrangement.
 - b. Complete dining set-up with silverware, glassware and flatware.
 - c. Waiters and food attendants in uniform.
 - d. Roll top chafing dishes.
 - e. Menu labels at the buffet tables.
 - f. Presidential table (good for 10 persons) with white table cloth.
 - g. 8 Rectangular tables (good for 4 persons each) with white table cloth.
 - h. 40 chairs with seat cover
 - i. 6x3 tarpaulin with standee for the entrance area (design of the banner will be provided to the winning bidder)
 - j. Food tasting shall be conducted to set the menu for the event.
 - k. Guaranteed number of persons for the event are:
 - 40 persons for the 1st part; and
 - 100 persons for the 2nd part.
 - l. Heavy breakfast (plated) are to be served starting 8:00 A.M.; Managed buffet lunch are to be served starting 11:00 A.M.; and PM snacks are to be served starting 2:45 P.M.

V. Mode of Procurement

The mode of Procurement shall be Negotiated Procurement - Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

VI. General Conditions of the Contract

- A. The quotation shall be duly signed by the supplier/dealer or its authorized representative.
- B. The supplier will be held liable for supplying spoiled food products caused by the use of expired ingredients, unsanitary packaging, improper food storage and contaminated utensils; and will be responsible for compensating the injured consumers by paying monetary damages.
- C. Incidental Charges and Services. The cost of transportation and other costs incidental to the delivery of goods shall be on the account of the supplier.

VII. Payment Scheme

The payment for the catering services shall be on a send bill arrangement upon submission and receipt of the Statement of Account addressed to the Acting Manager, Asset Valuation and Disposal Department 3 (AVDD3) and subject to the issuance of the certificate of final acceptance.

ANNEX "B"

Bids and Awards Committee
Republic of the Philippines
Power Sector Assets and Liabilities Management Corporation

DETAILED BID PRICE SCHEDULE

Date: _____

Project: Procurement of Catering Services for the Bid Opening for Privatization of Power Assets - Malaya Thermal Power Plant

Code: Project Reference No. 2019-NP-SVP-CSBOPPA-040-01

Contractor's Name/Address/Tel. No.:

After having carefully read, examined and accepted the terms and conditions in the Terms of Reference for the Project Reference No. 2019-NP-SVP-CSBOPPA-040-01, I/we submit our quotation/s on the item/s as follows:

Item No.	Description	Qty	Unit of Measure	Unit Cost (in PHP per person)	Total Cost
1	Catering Services - Breakfast Plated	40	Person		
2	Catering Services - Managed Buffet Lunch and PM Snacks	100	Person		

Total Bid Price (PHP) for the Project (Inclusive of all Taxes)

Total Cost: PHP

12% VAT:

Total Bid Price
In Figures: PHP

Total Bid Price
In Words:

2. The Total Bid/Quoted Price shall not exceed with the Approved Budget for the Contract inclusive of VAT.

Signature Over Printed Name of Contractor/
Authorized Representative

Position: _____

Date: _____

ANNEX "C"

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of (*Name of Bidder*) with office address at (*address of Bidder*);
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [*Name of the Project*] of the [*Name of the Procuring Entity*], as shown in the attached [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;*)];
3. (*Name of Bidder*) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. (*Name of Bidder*) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of (*Name of Bidder*) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. (*Name of Bidder*) complies with existing labor laws and standards;
8. (*Name of Bidder*) is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project]; and
9. (Name of Bidder) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2019 at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____, until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2019.