



18 June 2019

SUBJECT : Invitation to Submit Proposal for the Procurement of Catering Services During the Jury Deliberation for the Architectural Conceptual Design Contest for the Diliman Property for CY 2019 (Project Reference No. 2019-NP-SVP-CSJDA-039-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring **Catering Services for the Jury Deliberation Activities** related to the **Architectural Conceptual Design Contest for the Diliman Property** scheduled on **03, 04 and 05 July 2019**, with an Approved Budget for the Contract (ABC) in the amount of **ONE HUNDRED THIRTY THOUSAND PESOS (Php130,000.00)**, inclusive of VAT.

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

Your proposal shall 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	Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) 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.
4	Latest Business Tax Return refers to the following, whichever is applicable:

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

	<table border="1"> <tr> <td data-bbox="279 190 746 481"> a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter; and ii. latest month prior to the bid opening. </td> <td data-bbox="746 190 896 481" style="text-align: center;"> and/ or </td> <td data-bbox="896 190 1380 481"> b) Quarterly Percentage Tax Returns BIR Form No. 2551 </td> </tr> </table> <p>Bidders filing both VAT and Percentage Tax Returns must submit both returns.</p>	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
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		
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 **10:00 AM, 24 June 2019**. Thereafter, proposals will be opened at **10:15 AM** of the same day and venue, in the presence of your authorized representative/s who choose 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
e-mail: BAC2019@psalm.gov.ph
BACSec2019@psalm.gov.ph

Very truly yours,

for psalm
MARIA. LYN G. ALBITO
Chairperson
BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE

**Procurement of Catering Services During the Jury Deliberation for the
Architectural Conceptual Design Contest for the Diliman Property
for CY 2019 (Project Reference No. 2019-NP-SVP-CSJDA-039-01)**

I. Rationale

The Jury Deliberation is the culminating activity of PSALM's Architectural Conceptual Design Contest for the Diliman Property and the winning design will be the basis for the implementation of the Master Plan for the said property. The schedule of the presentation by the shortlisted architectural firms to the Jury Members is as follows:

Activity	Date	Time	Venue
Presentation of Entry No. 1	03 July 2019 (morning session)	9:00AM - 11:00AM	Conference Rooms A and B, PSALM Corporation, 24 th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives, North Avenue, 1105 Quezon City
Presentation of Entry No. 2	03 July 2019 (afternoon session)	1:00PM - 3:30PM	
Presentation of Entry No. 3	04 July 2019 (morning session)	9:00AM - 11:00AM	
Presentation of Entry No. 4	04 July 2019 (afternoon session)	1:30PM - 3:30PM	
Presentation of Entry No. 5	05 July 2019 (morning session)	9:00AM - 11:00AM	
Jury Deliberation/Selection of the Winning Design	05 July 2019 (afternoon session)	1:00PM - 4:00PM	

II. Approved Budget for the Contract

The supplier shall bid for all the items described in this Terms of Reference, which shall not exceed the ABC in the amount of **ONE HUNDRED THIRTY THOUSAND PESOS (Php130,000.00)**, inclusive of VAT.

III. Type of Menu Required: Jury Deliberation on 03-05 July 2019**A. LUNCH BUFFET must include:**

1. Steamed rice
2. Vegetables
3. Salad
4. Main Menu - 2 choices per day which may be meat, fish or chicken

5. Drinks - 2 choices of sodas/juices
6. Desserts - 2 choices inclusive of sweets (cakes and pastries) or fresh fruits

B. MERIENDA (morning and afternoon)

1. Noodles
2. Native Filipino delicacies - 2 choices per day
3. Sandwich
4. Drinks - 2 choices which may be sodas and juices

IV. Conditions

1. With complete buffet set-up.
2. Complete Dining Set-up with silver wares, glass wares and flatware.
3. Waiters and food attendants in uniform.
4. Roll top chafing dishes.
5. Menu labels at the buffet tables.
6. Purified Drinking Water and Ice for beverages.
7. The approved budget for the contract shall be for the maximum number of persons indicated in the request for quotation and price per person shall be indicated in the submitted proposal.
8. Food tasting shall be conducted to set the menu for the event.

Guaranteed number of persons for the event shall be as follows:

40 pax for lunch buffet
40 pax for merienda

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 (RA) 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. Specific Requirement:

The service provider shall also follow these meal requirements for the three-day event:

1. Free flowing coffee;
2. Buffet lunch to be served at 12:00 noon or right after the presentation while merienda will be served at 10:00am and 3:00pm at Conference Rooms A and B, PSALM Office.

VIII. Payment Scheme

The payment will be made by PSALM through a send bill arrangement upon submission and receipt of the Statement of Account addressed to the Acting Manager, Asset Valuation and Disposal Department 1.

Detailed Bid Price Schedule

Date: _____

Project: Procurement of Catering Services During the Jury Deliberation for the Architectural Conceptual Design Contest for the Diliman Property for CY 2019

Code: Project Reference No. 2019-NP-SVP-CSJDA-039-01

(Bidder's Name/Address/Tel. No.)

After having carefully read and accepted the terms and conditions in the Terms of Reference for the Procurement of Catering Services During the Jury Deliberation for the Architectural Conceptual Design Contest for the Diliman Property for CY 2019 (Project Reference No. 2019-NP-SVP-CSJDACDCDP-039-01), I/we quote you on the item at prices noted below:

Item No.	Description	Qty=A	Unit of Measure	No. of Days=B	Unit Cost (in PhP, per person per day)=C	Total Cost (in PhP)=D
1	Catering Services	40	person	3		

(Note: Total Cost(D)= Qty (A) * No. of Days (B)*Unit Cost (C))

Total Cost (PhP) _____

Add: 12% VAT _____

Total Bid Price (PhP)
In figure _____

Total Bid Price (PhP)
In words _____

Note:

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

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____

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

Omnibus Sworn Statement

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 and/or to represent the (*Name of bidder*) in the bidding as shown in the attached [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)*];
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 _____ 2019, Philippines.

Notary Public

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