



Republic of the Philippines

Mountain Province State University

Bontoc, Mountain Province 2616

WURJ

768

881-1000

WS

IAS



BIDS AND AWARDS COMMITTEE

INVITATION TO BID

The Mountain Province State University invites interested applicants/concessionaire to submit bid proposals/offer for the following project subject for Public Bidding:

Name of Projects	Location	ABC	Duration
MPSU CANTEEN – TADIAN CAMPUS CONCESSION	Tadian Campus, Tadian, Mt. Province	Php9,000/month	One (1) year renewable

Prospective bidders should possess a valid Business Permit/License and other requirements applicable to the contract.

Please use the attached Reply Slip Form in submitting price quotation and submit the same to the Procurement Services Office, 5th Floor, Administration Building, Bontoc Campus, Bontoc, Mountain Province.

The schedules of activities are as follows:

Activities	Schedule
1. Advertisement/Posting of Invitation to Bid	June 24 – 30, 2025
2. Issuance and availability of Reply Slip	June 24 – 30, 2025 (from 8:00 A.M. – 5:00 P.M.)
3. Request for clarification	June 25 – 26, 2025
4. Submission, receipt, and opening of Bid proposal Closing Time: Opening of Bids: Place:	July 1, 2025 1:00 P.M. 1:30 P.M. Office of the Vice President for Administration and Finance, 5 th Floor, Admin Bldg., Bontoc Campus, Bontoc, Mountain Province
5. Bid Evaluation	July 1, 2025 Start at 1:30 P.M.

The Mountain Province State University assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

Approved by:


REYNALDO P. GAYO JR.
Chairperson

For further inquiries,
Please contact:

NORMA F. TACUT
Head, BAC Secretariat
09213133387



TERMS OF REFERENCE

MPSU- TADIAN CAMPUS CANTEEN CONCESSION

I. SCOPE OF WORK/JOB SPECIFICATIONS

- A. The MPSU- TADIAN CAMPUS CANTEEN shall be operated and maintained by one (1) concessionaire only.
- B. The concessionaire shall be responsible in providing a four (4) week menu cycle at affordable price for every meal (breakfast, lunch, snacks and dinner) with service water based on the following:
 - 1. Breakfast, Lunch and dinner at not more than Two Hundred (Php200.00) pesos.
 - 2. Snacks priced at not more than One Hundred (Php100.00) pesos.

II. OBLIGATIONS OF MPSU - TC

- A. Provide canteen space to CANTEEN CONCESSIONER located at MPSU-Tadian Campus;
- B. Patronize the services of the CANTEEN CONCESSIONER except for related services that they cannot provide due to extraordinary circumstances;
- C. Monitor and supervise the operation of the canteen to conform with the agreed guidelines relevant to cleanliness and sanitation, and the kinds of food to be served in the canteen, and;
- D. Undertake major repairs including these damages caused by unexpected events.

III. OBLIGATIONS OF CANTEEN CONCESSIONER

- A. Operate the school canteen;
- B. Pay rent to MPSU-TC through its Cashiering Office, the amount of Nine Thousand (Php9,000.00) pesos per month with one (1) month advance and one (1) month deposit;
- C. Serve nutritious, safe, clean and affordable meals and snacks to students, faculty, staff and school visitors at the canteen;
- D. May introduce improvement and modifications in the canteen to boost ambiance like illumination, ventilation, interior design and arrangement, audio/video entertainment and other elements that appeals to the senses;
- E. Pay the periodic billings of services such as electric, water, Wi-Fi, and other utilities as the case may be;
- F. Surrender the space upon expiration of this lease contract and to shoulder damages with MPSU-TC may suffer for his failure to surrender the same;
- G. Shoulder minor repairs like busted bulbs, faucets, switches, and the like, and;
- H. Faithfully comply with the terms and conditions of the agreement.

IV. TERMS AND CONDITIONS:

- A. The Canteen Concessioner shall not sub-lease all or any part of the Canteen space;
- B. Any permanent improvements introduced by the Canteen Concessioner during the period of the contract shall be turned over to MPSU-TC upon the termination of the contract;
- C. MPSU-TC has the right to unilaterally terminate the contract if and when the Canteen Concessioner fails to comply with any of his/her obligations or violates any of the terms and conditions set herein, provided that a sixty (60) day notice to be given to the CANTEEN CONCESSIONER prior to the intended termination, and;
- D. This contract shall be for the period starting the issuance of Notice to Proceed.

The concessionaire must submit the following eligibility requirements:

1. Letter of intent signifying their interest, willingness and readiness to operate and manage the MPSU- TADIAN CAMPUS CANTEEN.
2. Business Permit issued by the Mayor's office.
3. BIR Registration

V. MPSU – TADIAN CAMPUS CANTEEN PERSONNEL REQUIREMENTS

1. All personnel under the employ of the concessionaire must wear appropriate uniform with name tag at all times.

Approved by:


REYNALDO P. GAYO JR.
Chair



Republic of the Philippines

Mountain Province State University

Bontoc, Mountain Province 2616

WURJ

200

THE

801-1000

WE

IAS



BIDS AND AWARDS COMMITTEE

REPLY SLIP

Name of Concessionaire: _____

Address: _____

Contact Information: _____

Business Permit No.: _____

Tax Identification No.: _____

After having carefully read and accepted the terms and conditions in the Terms of Reference for the MPSU – Tadian Campus Canteen Concession, I/we signify our interest our interest to participate in the MPSU Canteen Concession and hereby submit our proposal below:

Price Ceiling	Price Quotation
Php9,000.00/month	

