



Republic of the Philippines

WURJ

200

001-1000

IAS

Bontoc, Mountain Province 2616

Mountain Province State University

**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 Competitive Bidding:

Name of Project	Location	ABC	Duration
MPSU CANTEEN – BONTOC CAMPUS CONCESSION	Bontoc Campus, Bontoc, Mt. Province	Php20,000/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	April 30, 2026 – May 7, 2026
2. Issuance and availability of Reply Slip	April 30, 2026 – May 20, 2026 (from 8:00 A.M. – 5:00 P.M.)
3. Request for clarification	May 1, 2026 – May 4, 2026
4. Submission, receipt of Bid Proposals Closing Time: Venue:	May 20, 2026 9:30 A.M. Procurement Services Office, 5 th Floor, Administration Building, Bontoc Campus, Bontoc, Mountain Province
5. Opening of Bid Proposals and Bid Evaluation Time: Venue:	May 20, 2026 10:00 A.M Office of the Vice-President for Administration and Finance, 5 th Floor, Administration Building, Bontoc Campus, Bontoc, Mountain Province
6. Approval of resolution/ Issuance of Notice of Award	May 25, 2026

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 BONTOC CANTEEN

I. OBJECTIVE

These Terms of Reference (TOR) outline the guidelines, responsibilities, and conditions governing the lease, operation, and management of the MPSU Bontoc Canteen to ensure the provision of safe, affordable, and quality food services to the University community.

II. SCOPE OF WORK / JOB SPECIFICATIONS

- A. The MPSU Bontoc Canteen shall be leased to and operated by one (1) qualified concessionaire.
- B. The concessionaire shall:
 1. Operate, manage, and maintain the canteen in a clean, safe, and orderly condition at all times.
 2. Offer nutritious, hygienic, and affordable meals for students, faculty, staff, and visitors;
 3. The Service Provider shall ensure that all food and beverage prices remain reasonable and affordable, subject to the following:
 - a. Food Items Procured through University Purchase Requests
 - Meals, including breakfast, lunch, and dinner, shall not exceed Two Hundred Fifty Pesos (PHP 250.00) per serving.
 - Snacks and light refreshments shall not exceed One Hundred Twenty Pesos (PHP 120.00) per serving.
 - b. Catering Services
 - Rates for catering packages shall be based on the approved menu, event requirements, and prevailing market rates, subject to prior approval by the University and applicable government procurement laws, rules, and regulations.
 - c. Over-the-Counter Food and Beverage Sales
 - Prices of food and beverage items sold directly to students, personnel, and visitors shall be reasonable, competitive, and clearly displayed at the point of sale, subject to monitoring by the University.

III. OBLIGATIONS OF MPSU-BONTOC

1. Provide canteen space to the canteen concessionaire located at MPSU Bontoc;
2. Patronize the services of the canteen concessionaire, except for services that they cannot provide due to extraordinary circumstances;
3. Undertake major repairs, including damages caused by unexpected events.

IV. OBLIGATIONS OF THE CANTEEN CONCESSIONAIRE

1. Operate the canteen in accordance with all applicable laws, ordinances, and University policies;
2. Pay a monthly rental fee of **PHP 20,000.00** with:
 - One (1) month advance; and
 - One (1) month security deposit;
3. Secure and maintain all required permits and registrations, including:
 - Business Permit;
 - BIR Registration;
 - Sanitary/health permits and clearances;
4. Serve food that complies with food safety, sanitation, and nutritional standards;
5. Maintain cleanliness of the premises, including waste segregation and proper disposal;





6. Pay all utility expenses (electricity, water, internet, etc.);
7. Shoulder minor repairs and maintenance, including fixtures, lighting, faucets, and similar items;
8. Allow inspection by authorized University personnel at any time during operating hours;
9. Ensure that all personnel:
 - Wear proper uniforms with name tags;
 - Observe hygiene and food safety protocols;
10. Refrain from selling prohibited items (e.g., alcoholic beverages, cigarettes, or any unsafe/unapproved products);
11. Return the leased premises in good condition upon expiration or termination of the contract, subject to reasonable wear and tear.

V. FACILITIES AND EQUIPMENT

1. Provision of Facilities

MPSU Bontoc shall provide the designated canteen premises, including all existing furniture, fixtures, appliances, utensils, and cooking equipment necessary for its operation.

2. Inclusion in the Lease

All available furniture, fixtures, appliances, utensils, and cooking equipment located within the canteen at the time of turnover shall be deemed included in the lease and made available for use by the concessionaire for the duration of the contract.

3. Ownership

All such furniture, fixtures, appliances, utensils, and equipment shall remain the exclusive property of MPSU and shall not be removed, sold, transferred, or otherwise disposed of by the concessionaire without prior written authorization.

4. Inventory and Turnover

A complete and detailed inventory of all items shall be prepared by MPSU prior to turnover and acknowledged by the concessionaire. This inventory shall serve as the official record for monitoring, inspection, and end-of-contract reconciliation.

5. Use and Maintenance

The concessionaire shall ensure the proper use, safekeeping, cleanliness, and routine maintenance of all provided facilities and equipment. The concessionaire shall shoulder minor repairs and upkeep necessary to maintain operational condition.

6. Loss, Damage, and Replacement

The concessionaire shall be liable for any loss, damage, or deterioration of the facilities and equipment arising from negligence, misuse, or unauthorized alterations, and shall repair or replace such items at its own expense.

7. Return of Facilities and Equipment

Upon expiration or termination of the lease, the concessionaire shall return the premises, including all furniture, fixtures, appliances, utensils, and equipment, in good working condition, subject to reasonable wear and tear, consistent with the approved inventory.

VI. TERMS AND CONDITIONS

1. Non-Subleasing

The concessionaire shall not sublease, transfer, or assign any portion of the canteen without prior written consent from MPSU.





2. Improvements

Any improvements introduced by the concessionaire shall become the property of MPSU upon termination of the lease, unless otherwise agreed in writing.

3. Contract Duration

The lease shall be effective upon issuance of a Notice to Proceed and shall remain valid for a period of one (1) year (renewable).

4. Rental Payment and Delinquency

The concessionaire shall pay the monthly rental fee on or before the fifteenth (15th) day of each month. In case of inability to pay on the due date, the concessionaire shall submit a Promissory Note, subject to the approval of MPSU. Failure to pay rent within the approved period stipulated in the Promissory Note shall constitute a ground for the termination of this Agreement.

5. Termination Clause

MPSU reserves the right to terminate this Agreement upon the occurrence of any of the following grounds:

- Violation of any provision, term, or condition of this Agreement;
- Failure to maintain the required sanitation, food safety, and health standards prescribed by law and University policies;
- Non-payment of rent for three (3) consecutive months
- Failure to comply with the terms and conditions of an approved Promissory Note;
- Engagement in unlawful, fraudulent, unethical, or improper business practices; and
- Any act or omission that is prejudicial to the interests, reputation, or welfare of the University and its constituents.

MPSU shall provide a sixty (60)-day written notice prior to termination, except in cases of serious health and safety violations, unlawful activities, or other urgent circumstances warranting immediate termination.

6. Compliance with Laws

The concessionaire shall comply with all applicable national and local laws, including public health, labor, and taxation regulations.

7. Liability

The concessionaire shall be liable for any damages, losses, or injuries resulting from negligence or improper operations.

VII. ELIGIBILITY REQUIREMENTS

Interested concessionaires must submit the following:

1. Letter of Intent;
2. Valid Business Permit;
3. BIR Certificate of Registration;
4. Other documents as may be required by MPSU.

Approved by:

KAREN B. CUE

Manager, Production Entrepreneurial Affairs





Republic of the Philippines

Mountain Province State University

Bontoc, Mountain Province 2616



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 Bontoc Canteen, I/we signify our interest our interest to participate in the MPSU Canteen and hereby submit our proposal below:

Price Ceiling	Price Quotation
Php20,000.00/month	





Republic of the Philippines

Mountain Province State University

Bontoc, Mountain Province 2616

WUJ

768

021-1008

WE

IAS

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008

021-1008



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 Bontoc Canteen, I/we signify our interest our interest to participate in the MPSU Canteen and hereby submit our proposal below:

Price Ceiling	Price Quotation
Php20,000.00/month	

