



**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, 5<sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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





Republic of the Philippines

Bontoc, Mountain Province 2616

# Mountain Province State University



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

Price Ceiling	Price Quotation
Php22,500.00/month	





MOUNTAIN PROVINCE STATE UNIVERSITY  
Bontoc, Mountain Province

## REQUEST FOR CANTEEN CONCESSION PROPOSAL

### MPSU Bontoc Canteen

The Mountain Province State University (MPSU), Bontoc Campus, invites interested and qualified proponents to submit proposals for the lease and operation of the University Canteen located within the campus premises.

#### 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. Ensure that pricing remains reasonable, as follows:
    - Meals (breakfast, lunch, dinner): not exceeding PHP 250.00 per serving;
    - Snacks: not exceeding PHP 120.00 per serving;
  4. Provide free and safe drinking water accessible to customers.

#### III. OBLIGATIONS OF MPSU

1. Provide canteen space to the canteen concessionaire located at MPSU Bontoc Campus, Bontoc Mountain Province;
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 22,500.00**, or as may be adjusted by the University, 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. 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. Termination Clause

MPSU reserves the right to terminate the contract under the following conditions:

- Violation of any terms and conditions;
- Failure to maintain sanitation and food safety standards;
- Non-payment of rent or utilities;
- Engagement in unlawful or unethical practices.

A sixty (60)-day written notice shall be provided prior to termination, except in cases requiring immediate action for health and safety reasons.

### 5. Compliance with Laws





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

#### **6. Liability**

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

### **VI. 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.

### **VII. CONTACT INFORMATION**

For inquiries, interested parties may contact:

Procurement Services Office  
Mountain Province State University  
Bontoc, Mountain Province  
Contact No.: 09213133387  
Email Address: [mpspc.procurement@gmail.com](mailto:mpspc.procurement@gmail.com)

Issued this 29th day of April, **2026**.

