



## **PROPOSED FOOD & BEVERAGE CONCESSIONAIRE**

*Aoki Course, Eagle Ridge Golf & Country Club*

### **I. Background**

Eagle Ridge Golf & Country Club (ERGCC) shall invite interested and qualified parties to participate in the selection process for the Food and Beverage Concessionaire for the Aoki Course, including the Clubhouse, Tee Houses, and the Driving Range on the Aoki side.

### **II. Objective**

The objective of this engagement is to secure a qualified and reputable Food and Beverage (F&B) Concessionaire to manage and operate the F&B outlets located at the Clubhouse, the Tee Houses within the Aoki Course, and the Driving Range (Aoki side) of Eagle Ridge Golf and Country Club (ERGCC). The engagement aims to ensure the consistent delivery of high-quality food and beverage services, a diverse and appealing menu, and full compliance with the Club's service standards and operational protocols.

### **III. Summary of Opportunity**

- Concession Type: Food and Beverage Operations
- Location: Aoki Course – Clubhouse, Tee Houses, Driving Range
- Concession Term: Two (2) years, renewable upon mutual agreement
- Monthly Concession Fee: Whichever is higher between (a) 10% of gross sales (exclusive of VAT) or (b) ₱60,000
- Performance Bond: ₱500,000
- Submission of bids: September 24, 2025
- Announcement of Winning Bidder: October 01, 2025



#### **IV. Terms of Reference**

This engagement shall be governed by the Terms of Reference (TOR):

<b>Item</b>	<b>Requirement &amp; Details</b>
1. Scope of Services	Operation and management of food and beverage outlets located at the Clubhouse, the Tee Houses within the Aoki Course, and the Driving Range on the Aoki side
2. Term of Concession	Two (2) years, renewable upon mutual agreement.
3. Exclusive Rights	Concessionaire shall have the exclusive right to operate designated F&B outlets within Aoki Course and Clubhouse
4. Capital Investment	Concessionaire shall provide all necessary equipment and improve current facilities as needed, based on a plan approved by the Club.
5. Maintenance	Maintenance of equipment and outlets shall be at the Concessionaire's care and expense. Structural repairs and upkeep shall be the responsibility of the Club.
6. Insurance	Concessionaire must obtain and maintain fire and liability insurance for equipment and operations, including third party liability insurance.
7. Menu Development	Menu to be reviewed every six (6) months with Club oversight; Concessionaire to provide event specials and maintain quality offerings.
8. Pricing Structure	All prices must be VAT-inclusive. Concessionaire may charge a service fee of up to 10%, of which 8% is remitted to the employees.
9. Discounts & Corkage	Subject to Club policies
10. Marketing & Promotions	All promotional activities and discounts must have prior written approval from the Club.



11. Staff Requirements	Concessionaire shall employ trained personnel and assign a full-time manager. Club reserves the right to recommend personnel replacement for reasonable cause.
12. Labor Compliance	Concessionaire must provide quarterly proof of compliance with labor laws (SSS, Pag-IBIG, salaries). Non-compliance may result in withholding of fees.
13. Utilities	All utility costs, including LPG, water, linens, internet, garbage collection, and pest control, shall be for the Concessionaire's account.
14. Cleanliness	Concessionaire shall ensure proper hygiene and cleanliness at all times in accordance with Club and health regulations.
15. Concession Fee	Monthly fee shall be (a) 10% of gross sales (exclusive of VAT), or (b) ₱60,000.00, whichever is higher.
16. POS System	Concessionaire shall maintain its own POS system. Club shall have full access to all sales data and transaction records.
17. Independent Contractor	Concessionaire shall not be considered an agent or employee of the Club.
18. Performance Bond	Concessionaire shall post a Php 500,000 bond, refundable upon fulfillment of all obligations, subject to deductions for damages, etc.
19. Termination Clause	Agreement may be terminated by either Party upon 90 days' written notice. Club may terminate immediately for cause.



20. Permits & Licenses	Concessionaire shall be responsible for securing all permits and licenses required for the lawful conduct of its operations.
21. Performance Evaluation	The Club reserves the right to conduct regular evaluations of the Concessionaire's performance based on customer satisfaction, cleanliness, compliance, responsiveness, and food quality. Unsatisfactory performance may be grounds for termination.

## **V. Selection Process**

ERGCCI shall adopt a competitive selection process in accordance with the ERGCCI Guidelines on Sealed Bidding for Competitive Contracts and Non-Professional Services. ERGCCI will post the Terms of Reference (TOR) starting August 22, 2025 and sealed bids will be accepted on September 24, 2025. The winning bidder will be announced on October 01, 2025.

In addition, the selection process shall include food tasting, site inspection (if applicable), and due diligence on the existing operations of service providers, following the eligibility criteria and documentary requirements listed below

## **VI. Eligibility Criteria**

Interested service providers must meet the following minimum eligibility requirements:

1. At least two (2) years of experience in managing and operating food and beverage services.
2. Proven track record in operating similar establishments (e.g., restaurants, club concessions, hotel F&B services).
3. Duly registered business in the Philippines.



4. Must receive a favorable recommendation from the ERGCI House Committee following food tasting.
5. No record of past contract termination due to non-performance with any club, hotel, or similar establishment.

## **VII. Documentary Requirements**

Interested service providers must submit the following documents:

1. Letter of Intent
2. Company Profile and Relevant Experience
3. SEC/DTI Registration Certificate
4. Latest Mayor's Permit and BIR Registration
5. Audited Financial Statement (past 2 years)
6. Technical proposal describing how the service provider intends to meet the requirements of the Club and what goods, equipment or services
7. Proposed Menu and Pricing (VAT-inclusive)
8. List of Existing Clients (if any)
9. Other documents that the Bidding Committee may require.

For questions and inquiries, you may contact 09985455106. Interested bidders may submit their bid at Membership Office or email at [eridge.memaffairs@gmail.com](mailto:eridge.memaffairs@gmail.com) and [eridgegolfsec@yahoo.com](mailto:eridgegolfsec@yahoo.com).