



SOCIAL HOUSING FINANCE CORPORATION
(a subsidiary of National Home Mortgage Finance Corporation)

Republic of the Philippines
Social Housing Finance Corporation
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MINUTES OF PRE-BID CONFERENCE

Project No. 2009-04: The Provision of Security Services for Social Housing Finance Corporation for One (1) Year

ATTENDEES

Social Housing Finance Corporation

Mr. Ernesto R. Leynes	-	Vice Chairman
Atty. Jose D. Melgarejo	-	Member
Atty. Stephen P. Ovalles	-	Member
Ms. Jessica Caraso	-	Head, Technical Working Group
Engr. Elsa De Villa	-	Member
Ms. Marissa Diestro	-	Head, BAC Secretariat
Ms. Rizalina Laca	-	Member
Ms. Lilibeth Plucena	-	Member
Ms. Leila S. Dava	-	Member
Ms. Lily Lebaquin	-	Member

Observers

Mr. Jayson Sanchez	-	PAGC
Mr. Allan Banzuelo	-	PAGC
Mr. Wilson Estacio	-	COA

Prospective Bidder¹

Mr. Jose De Leon	-	DBP Service Corporation
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CALL TO ORDER

The pre-bid conference for *Project No. 2009-04: The Provision of Security Services for Social Housing Finance Corporation for One (1) Year* held at the

¹ Two bidders, namely Unisave Security Specialist Agency and Omni Security Investigation and General Services Inc. purchased the bidding documents after the pre-bid conference.

SHFC Training Room was called to order at 2:15 p. m. of 02 July 2009 and was presided over by SHFC BAC Vice Chairman, Mr. Ernesto R. Leynes.

BUSINESS MATTERS

Mr. Leynes acknowledged the presence of the observers from the Presidential Anti-Graft Commission (PAGC) and Commission on Audit (COA) and the representative from DBP Service Corporation. He also introduced the members of the Committee, the Technical Working Group (TWG) and the Secretariat.

Before directing the TWG to proceed with the presentation, Mr. Leynes mentioned that as the current provider of the service, the bidder present must familiar with the bidding process, adding that all the activities related to the procurement are in accordance with the rules and regulations of RA 9184.

1. Presentation by the SHFC TWG

Ms. Jessica Caraso, Head of the Technical Working Group presented the schedule of the bidding activities relative to the project as well as the pertinent details of the bidding documents, focusing on the Instructions to Bidders (ITB)/Bid Data Sheet (BDS), eligibility requirements, schedule of requirements and technical specifications.

- Ms. Caraso presented the schedule of the bidding activities, from the pre-procurement conference to the delivery of the security personnel which is set on **11 August 2009**.
- She also presented the Approved Budget for the Contract (ABC) which amounts to **P3,142,000.00** and the acceptable forms and amount of the bid security as well as its validity.
- With regard to the schedule of requirements, she mentioned that SHFC is in need of 14 security personnel, 8 of whom are to be assigned in the main office and 6 are to be deployed in the regional offices.
- In addition, Ms. Caraso presented the eligibility requirements emphasizing the **Eligibility, Technical and Financial Documents** as enumerated in *Section II, ITB* and other additional documents as specified in the *BDS*.
- She stated that the *responsibilities and scope of work of the service provider* and the *qualifications, scope of work, resources, shifting schedule and the monthly labor cost for the security personnel* are all contained Section VII. Technical Specifications of the bidding documents.

After the presentation, Mr. Leynes stated that even if there is only one bidder for the procurement, said bidder still has to go through the eligibility check and has to comply with all the eligibility requirements.

2. Comments/Clarifications from the Prospective Bidder

The bidder from DBP Service Corporation sought clarification on one of the eligibility documents, specifically the submission of the **Latest Income or Business Tax Returns**. He inquired whether the two (2) documents are to be submitted.

Mr. Leynes responded by informing the bidder that the same query was raised during the pre-bid conference for the procurement of Manpower Services. He emphasized that the requirement in question is GPBB prescribed, however, the BAC at the time has decided to require the submission of the 2 documents. He added that the BAC would issue a supplemental bid bulletin to effect the amendment. In addition, he stated that what is equally important is that these *returns should be filed electronically*.

The bidder also asked about the requirement on the submission of the BIR Registration Certificate and the VAT Registration Certificate. To this, Mr. Leynes answered that the same issue was raised in the pre-bid conference for the procurement of Manpower Services. He said that the BAC has reservations whether the BIR has issued a new form that contains both certificates. He informed the bidder that during the pre-bid conference for the other project, the BAC Chairman has requested a sample of the BIR form and the same has been provided to the TWG. To answer the clarification, Mr. Leynes stated that as long as the bidder submits an official BIR form, the BAC will just have to accept it come bid opening. Validation of the document will have to be done during post qualification.

The bidder mentioned that in their BIR Registration Certificate, taxes such as withholding tax, VAT and income tax are already indicated. Mr. Leynes noted this statement from the bidder but maintained that this certification was issued in 1996. He told the bidder that when the DBP Service Corporation was incorporated in 1987, the BIR Registration that was issued to them then was the original BIR Registration Certificate that the SHFC BAC is requiring.

The bidder then asked if they can request from the BIR a certification if they don't have a copy of the BIR Registration Certificate that the BAC is referring to. Mr. Leynes said that they can, but asserted that the DBP Service Corporation must have a copy. To solve the issue, Mr. Leynes suggested that the bidder should just submit the document as compliance to the requirement on Class A documents and submit the same as compliance to the requirement on Class B documents.

Mr. Leynes then reiterated the additional special requirement concerning the submission of a sworn statement of no pending or previous adversarial case against the procuring entity. The bidder remarked that they have a pending case against NLRC. Atty. Stephen P. Ovalles, BAC member clarified that the case is against SHFC. In addition, Mr. Leynes emphasized that the BAC would also be looking into compliance of the bidder with payment of salaries in accordance with PADPAO rates as well as with labor laws, such as the Labor Code, laws on Living Allowance, 13th month pay, Phil Health and Social Security Law, among others. He added that come post qualification stage, the BAC would be requiring proofs of remittance for those requirements. This particular requirement, according to Mr. Leynes, was imposed by one of the members of the SHFC Board of Directors.

After all the clarifications have been resolved, Mr. Leynes reminded the bidder about the bid opening on July 14, 2009. He said that the BAC is strictly adhering to the 2:00 pm deadline and it will not be accepting bids submitted beyond the deadline.

ADJOURNMENT

There having been no other remaining topics for discussion, the pre-bid conference adjourned at 2:40 pm.

Prepared by:

MS. LEILA S. DAVA

Member, BAC Secretariat

Approved by:

MR. ERNESTO R. LEYNES

BAC Vice Chairman

ATTY. JOSE D. MELGAREJO

BAC Member

ATTY. STEPHEN P. OVALLES

BAC Member

(Absent)

MS. EMILIA E. LANUZA

BAC Member

(Absent)

ATTY. DARWIN G. TAMBAGO

BAC Member

(Absent)

MR. EDUARDO T. MANICIO

BAC Chairman