

MINUTES OF PRE-BID CONFERENCE

ATTENDEES

Social Housing Finance Corporation

Mr. Eduardo T. Manicio	-	Chairman, Bids and Awards Committee
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. Joyce Daniel	-	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. Wilson Estacio	-	COA, NHMFC
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Prospective Bidders¹

CALL TO ORDER

The pre-bid conference for *Project No. 2009-03: The Provision of Manpower Services for Social Housing Finance Corporation for One (1) Year* held at the SHFC Board Room was called to order at 2:18 p. m. of 30 June 2009 and was presided over by SHFC BAC Chairman, Mr. Eduardo T. Manicio.

BUSINESS MATTERS

Mr. Manicio acknowledged the presence of the observer from the Commission on Audit (COA) and the representatives from the bidders. He also introduced the members of the Committee, the Technical Working Group (TWG) and the Secretariat.

¹ Of the 11 bidders in attendance, seven (7) purchased the bidding documents.

Before directing the TWG to proceed with the presentation, Mr. Manicio asked the bidders present whether they are familiar with the processes involved in the conduct of bidding, particularly in the government agencies. The bidders responded that they are aware of the bidding processes. He then mentioned that all activities are in accordance with 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.

▪ Schedule of Bidding Activities

Ms. Caraso presented the schedule of the bidding activities, from the pre-procurement conference to the delivery of the manpower supply which is set on 11 August 2009.

There were no clarifications/comments from the bidders on the schedule of bidding activities.

▪ Eligibility Requirements

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.

There were no clarifications/comments from the bidders on the eligibility requirements.

▪ Highlights of the BDS

Ms. Caraso presented the relevant details of the BDS, including the Project Title, the Approved Budget for the Contract (ABC), the acceptable form and amount of the bid security as well as its validity.

▪ Schedule of Requirements

Ms. Caraso presented the manpower requirements of SHFC as follows:

Description	Quantity
Technical Staff	28
Encoders	7
Clerks	
Messengers	1
Drivers	35
Utility	35

- **Technical Specifications**

Ms. Caraso skipped the detailed presentation of the technical specifications and just referred the bidders to *Section VII. Technical Specifications* which contained the comprehensive descriptions of the responsibilities and scope of work of the service provider, the qualifications, scope of work and the monthly labor cost for each of the positions.

2. Comments/Clarifications from the Prospective Bidders

Before acknowledging clarifications from the bidders, Mr. Manicio reminded them that during bid opening, the SHFC BAC would be opening 3 envelopes containing the eligibility documents, technical documents and the financial documents. He added that the eligibility check would be done through a non-discretionary pass or fail criteria. If the bidder failed to submit the required document, he would be declared ineligible to bid and the opening of the next envelope(s) would be discontinued.

The bidder from the DBP Service Corporation sought clarification on one of the eligibility documents, specifically the submission of the BIR Registration Certificate and the VAT Registration Certificate. He deemed that said documents are the same which contain the Tax Identification Number (TIN).

Atty. Jose Melgarejo, BAC Member responded that the aforementioned requirements are separate documents, explaining further that the BIR registration document refers to certification for income payments while the VAT registration document refers to certification issued for VAT registered or non-VAT registered person/company. To this, the bidder said that the BIR has issued a Registration Certificate that contains the VAT registration as well.

Atty. Melgarejo then directed the inquiry to the TWG, whether the latter has experienced the same concern in previous biddings. Ms. Caraso answered that during last year's bidding, there were two separate certificates, one for the BIR and one for the VAT.

In light of this concern, Mr. Manicio suggested for the bidder to provide the BAC with a photocopy of the document, adding that this is the first time that this issue was raised. Atty. Melgarejo supported the suggestion of the Chairman. He emphasized that if the BIR has issued a unified form, it would be appreciated if the bidder could provide the BAC with the document. Otherwise, the BAC would presume that the requirement for the 2 documents remains. The bidder from the DBP Service Corporation agreed to provide the BAC with the requested document.

Atty. Melgarejo also asked the other bidders if they have the same concern and the bidder from the ___ supported the assertion of the previous bidder. Mr. Ernesto Leynes, BAC Vice Chairman when this registration was made. The bidder answered that it was issued in 2001. She added that their Company first registered with the BIR in 1999 and they were issued the BIR Certification, containing the VAT registration in 2001 when their Company transferred location.

Mr. Leynes explained that companies are required to register with the BIR to obtain their TIN but when the VAT was implemented, the companies are required to apply for another registration, that is, for VAT purposes. Unless there is a new issuance from the BIR, Mr. Leynes maintained that the requirement for the 2 documents remains, stating that this has been SHFC's requirements for the past 2 to 3 years of bidding. He also informed the bidders that the same documents were required in the bidding for IT related supplies and equipment and the bidders were able to submit the 2 documents.

The bidder from the DBP Service Corporation raised another concern pertaining to the eligibility documents, referring to the submission of the Latest Income or Business Tax Returns. He said that income tax returns and business tax returns are separate documents and he reckoned that both documents should be submitted. Further, he stated that under Revenue Regulation No.3-2005 and EO 398-2005, bidders are required to submit 3 documents from the BIR, namely the Tax Clearance, the Latest Income Tax Returns and the latest VAT Returns or the Business Tax Returns.

Atty. Melgarejo noted the bidder's explanation and said that all these registrations should be coursed through the electronic filing system. With regard to the concern on the submission of the 2 tax returns, Atty. Melgarejo mentioned SHFC's reservations pertaining to typographical errors that should be interpreted as defects in forms only. To answer the query of the bidder, Atty. Melgarejo said that the OR should be replaced with AND.

Mr. MAnicio asked the other bidders if they have the same concern. The bidder from the ___ sought clarification whether the Income Tax Returns and the requirement under Financial Documents, namely the Audited Financial Statements are the same. Mr. Manicio responded that the latter refer to the financial statements, consisting of balance sheet and income statements.

Another clarification was raised by the bidder from the DBP Service Corporation concerning the requirement for the submission of the list of clients currently under contract with the agency with attachments of Certifications of Satisfactory Performance. He suggested that there should be a limit to the number of certifications to be attached, considering that their company is currently under contract with numerous agencies.

To answer this clarification, Atty. Melgarejo pointed the bidder to Section VII. Technical Specifications, under Management Responsibilities which states that

Mr. Manicio then declared that the requirement should be at least 10 certifications. Atty. Stephen Ovalles, BAC Member added that the BAC would be satisfied with 10 but if the bidder would submit more than the required, it would be duly considered.

The bidder from the DBP Service Corporation again raised another concern, this time, pertaining to the requirement for the submission of the list of key personnel that may be assigned to the project. Atty. Melgarejo responded that the list refers to the representative(s) of the Company to whom the BAC would be coordinating with on personnel matters. He also added the provision of the disclosure of no relationship, that the assigned personnel or representatives from the bidding Company should not be related to the SHFC personnel.

In addition, Ms. Caraso explained that in the previous year, the winning bidder submitted a list of 3 personnel to whom the SHFC would be dealing with in terms of clarifications on personnel matters. Atty. Ovalles stated that the BAC is interested to know the contact persons from the Company.

The bidder from the ___ questioned the requirement for the list of branches and extension offices. She asked whether the SHFC would consider if there is only one personnel assigned in the branch/extension office. Atty. Melgarejo replied that majority of the manpower is to be assigned in the main office but some are to be deployed in the regional offices, so, it would be better if the bidding Company has branches in the region. However, Mr. Manicio clarified that the BAC is not requiring a minimum number of personnel in the branch/extension office.

Still on the issue of the branch/extension offices, the bidder from the DBP Service Corporation stated that if the bidding Company has no branch/extension office in the regions, said Company is not complying with the Technical Specifications. The BAC agreed to this statement from the bidder. Atty. Melgarejo added that there is a reason for this specific requirement, given that SHFC has regional offices, it would be more beneficial for SHFC

ADJOURNMENT

There having been no other remaining topics for discussion, the pre-bid conference adjourned at 3:30 pm.

Prepared by:

MS. LEILA S. DAVA

Member, BAC Secretariat

Approved by:

MR. ERNESTO LEYNES
BAC Vice Chairman

ATTY. JOSE MELGAREJO
BAC Member

ATTY. STEPHEN P. OVALLES
BAC Member

(Absent)
MS. EMILIA LANUZA
BAC Member

ATTY. DARWIN G. TAMBAGO
BAC Member

MR. EDUARDO T. MANICIO
BAC Chairman