

**Republic of the Philippines**  
**Social Housing Finance Corporation**  
**Banco de Oro Plaza, 8737 Paseo de Roxas, Makati City**  
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### **MINUTES OF BID OPENING**

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

### **ATTENDEES**

#### **Social Housing Finance Corporation**

Mr. Eduardo T. Manicio	-	Chairman, Bids and Awards Committee
Mr. Ernesto Leynes	-	Vice Chairman
Atty. Jose D. Melgarejo	-	Member
Atty. Stephen P. Ovalles	-	Member
Ms. Emilia E. Lanuza	-	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. Allan Banzuelo	-	Presidential Anti-Graft Commission
Mr. Jason Sanchez	-	Presidential Anti-Graft Commission
Mr. Wilson Estacio	-	COA, NHMFC

#### **Prospective Bidder**

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

The Bid Opening for *Project No. 2009-04: The Provision of Security Services for Social Housing Finance Corporation for One (1) Year* held on July 14, 2009 at the SHFC Training Room was called to order at 2:00 pm, with the SHFC BAC Chairman, Mr. Eduardo T. Manicio simultaneously declaring the close of the acceptance of bids.

DBP Service Corporation was the lone bidder which was then present. Mr. Manicio then directed the Technical Working Group (TWG) to proceed with the opening of the envelopes, adding that the envelope containing the eligibility requirements will be opened first, followed by the technical and financial envelopes.

## **BUSINESS MATTERS**

### **Opening and Review of the Bid of DBP Service Corporation**

Engr. Elsa De Villa, Member of the SHFC TWG announced that there are 3 sets, 1 original and 2 copies, for each of the Eligibility, Technical and Financial envelopes. She then opened the **Eligibility Envelope**, and the following Class "A" Legal documents were contained in said envelope:

- DTI Business name registration and SEC Registration Certificate
- Valid and current Mayor's permit
- BIR Registration Certification which contained the Taxpayer's Identification Number
- Certification of non-inclusion in the blacklist
- Latest Tax Clearance Certificate issued by the BIR Main Office
- BIR Certification of enrolment to EFPS
- Certificate of G-EPS Registration

The following Class "B" Technical documents were also contained in the eligibility envelope of the bidder:

- List of ongoing and similar completed government and private contracts
- Audited financial statements stamped received by the BIR showing the Company's total assets and liabilities
- Certificate of NFCC computation

The following Class "B" documents were likewise contained in the eligibility envelope of the bidder:

- Sworn statement authorizing the SHFC-BAC or its duly authorized representative/s to validate the authenticity of the submitted documents
- Certificate of authenticity
- Request for Certification from the BIR

The BAC accepted the Request for BIR Certification in lieu of the original requirement, which is the VAT Registration Certificate. Since the tax related information is contained in the BIR Registration Certificate which was submitted under Class "A" Legal Documents, the BAC agreed that the submission would suffice.

In continuance, the following documents were further ascertained, viz:

- List of clients currently under contract with DBP Service Corporation with certifications of satisfactory performance
- List of Branches/Extension Office showing branch offices and service centers
- Certificate of membership with PADPAO
- Company Profile
- List of key personnel who may be assigned to the project
- Sworn affidavit of disclosure of no relationship
- Sworn statement of no pending or previous adversarial claim against SHFC
- List of licensed guards and firearms and their communication devices, among others
- Security Plan

Having submitted all the required Eligibility Documents, DBP Service Corporation was declared **Eligible** by the Bids and Awards Committee. Engr. De Villa then proceeded to open the **Technical Envelope**. The following documents were included in said envelope:

- Bid Security
- Authority of the Signatory

Engr. De Villa noted that the Authority of Signatory is not signed by the Corporate Secretary. To this, Atty. Jose D. Melgarejo, BAC member remarked that they would accept the document, considering that the same is notarized. Atty. Stephen P. Ovalles, BAC member agreed but emphasized that the original signed and notarized document be submitted to SHFC immediately.

The opening of the Technical Envelope was continued to reveal the following documents:

- Delivery Schedule
- Technical Specifications
- Credit Line Certificate
- Certificate of compliance with existing labor laws and standards
- Sworn affidavit of disclosure of no relationship
- Sworn statement of the bidder's responsibilities

Having submitted all the required Technical Documents, DBP Service Corporation was declared **Complying** by the Bids and Awards Committee. Engr. De Villa then proceeded to open the **Financial Envelope**. A Financial Bid Proposal was found in the envelope, containing the bid price of **P 3,141,970.80**. The Financial Bid Proposal was then initialed by the members of the BAC and the observers.

Given that the amount of bid does not exceed the ABC of P3,142,000.00, DBP Service Corporation was declared **Complying** by the Bids and Awards Committee.

The Chairman then announced that the BAC will proceed with the bid evaluation and post qualification. He informed the bidder that prior to the issuance of the Notice of Award, the BAC will present the SCRB to the SHFC Board of Directors.

## **ADJOURNMENT**

There having no other bids to be opened, the bid opening adjourned at 2:36pm.

Prepared by:

**LEILA S. DAVA**

Member, BAC Secretariat

**MR. ERNESTO R. LEYNES**  
Vice Chairman, BAC

**ATTY. JOSE D. MELGAREJO**  
BAC Member

**ATTY. STEPHEN P. OVALLES**  
BAC Member

**MS. EMILIA E. LANUZA**  
BAC Member

(Absent)  
**ATTY. DARWIN G. TAMBAGO**  
BAC Member

**EDUARDO T. MANICIO**  
Chairman, BAC