

## CONTRACT FOR THE BCDA DIGITIZATION PROJECT

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### THE PUBLIC IS INFORMED:

This Contract is executed between:

The **BASES CONVERSION AND DEVELOPMENT (BCDA)**, a government instrumentality vested with corporate powers, created by virtue of Republic Act No. 7227, as amended, with office and postal address at the BCDA Corporate Center, 2/F Bonifacio Technology Center, 31<sup>st</sup> Street corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City, represented by its Officer-in-Charge, OPCEO **AILEEN AN. R. ZOSA**, duly authorized for this purpose by the BCDA Board as evidence by Item 178, Letter G, page 27 of the approved BCDA Manual of Approval dated November 22, 2017 marked herein as **Annex "A"**;

and

**SVI INFORMATION SERVICES, INC.**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office address at 22F Antel Global Corporate Center, Julia Vargas Avenue, Ortigas Center, Brgy. San Antonio, Pasig City, represented herein by its President, **JAE M. GUANIO**, duly authorized for this purpose as evidenced by the Secretary's Certificate dated November 18, 2021 which is hereto attached as **Annex "B"**.

BCDA and the Supplier may individually be referred to as Party or collectively as Parties

### - ANTECEDENTS -

BCDA needs the services of a third party provider for scanning and indexing services to digitize the organization's three million (3,000,000) pages of documents. The project aims to enhance accessibility of older BCDA documents that are in storage, there is a need to convert these physical documented information into digitized files and keep it in a secured online system.

The BCDA invited Bids for scanning and indexing services for the digitization of documented information in repository to the BCDA Clark Project Management Office, Clark Freeport Zone, Pampanga and has accepted a Bid by the Service Provider in the sum of **Two Million Nine Hundred Twenty-Five Thousand Pesos**

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.


**BASES CONVERSION AND  
DEVELOPMENT AUTHORITY**

  
**AILEEN AN. R. ZOSA**  
*Officer-in-Charge, OPCEO*

**SVI INFORMATION SERVICES  
CORPORATION**

  
**JAE M. GUANIO**  
*President*

SIGNED IN THE PRESENCE OF:

  
**VIRGIL M. ALVAREZ**  
*Vice President, ICTD*

  
CECILIA J. CINCO

**ACKNOWLEDGEMENT**

Republic of the Philippines)  
City of \_\_\_\_\_) S.S.

**BEFORE ME**, a Notary Public for and in the City of \_\_\_\_\_, this \_\_\_\_\_, 2021, personally appeared the following:

Name	Government - Issued ID	Expiry Date
1. AILEEN AN. R. ZOSA	PHILIPPINE PASSPORT	09 JAN 2029
2. JAE M. GUANIO	PHILIPPINE PASSPORT	19 January 2030

Known to me and to me known to be the same persons who executed the foregoing instruments as:

POSITION	COMPANY
1. Officer-in-Charge	Bases Conversion and Development Authority
2. President	SVI Information Services Corporation

And they acknowledge to me that the same are their own free act and deed, as well as the free and voluntary act of the entities they represent.

**SIGNED AND SEALED** on \_\_\_\_\_ 2021 in \_\_\_\_\_.

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of 2021.

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	<b>BASES CONVERSION AND DEVELOPMENT AUTHORITY</b>	Page No. Page 27
	<b>Manual of Approval</b>	Issue No. 002
		BOD Approval Date 22 Nov. 2017

No.	Item	Upon Recommendation of
171	Vacation/Sick/Privilege Leave, within the Philippines for 15 days or more for all positions	Concerned Department Head through ODMD and CSG Head
172	Vehicle assignment/deployment to a particular office; use of vehicle to an office or entity, government or private, internal or external	CSG Head
173	Rehabilitation Leave on job-related injuries for all positions	CSG Head
174	Conduct of seminars, trainings, team building, and physical fitness activities	CSG Head
175	Request for new provision of mobile data or wi-fi as well as post-paid line and cellcard for ranks SG 24 and below	Concerned Group Head
176	Filing/Submission of claims for Directors and Officers Liability Fund (DOLF)	DOLF Committee (based on DOLF policy)
177	Performance Ratings of Group Heads, subject to review by P/CEO	
178	<p>Procurement covered by R.A. 9184 and its revised IRR for Goods with an ABC of above ₱1 Million to ₱10 Million and below as well as for Consulting Services and Infrastructure with an ABC of ₱10 Million and below:</p> <ul style="list-style-type: none"> <li>a. Authority to procure</li> <li>b. Approved budget for the contract (ABC)</li> <li>c. Terms of Reference (TOR)</li> <li>d. Award of Contract</li> <li>e. BAC Resolution on re-bidding, authority to enter into negotiated procurement, use of alternative methods of procurement and delegation of authority to the concerned end-user or to the Procurement Division (involving goods) to process procurement using the allowed alternative methods of procurement, if applicable</li> <li>f. BAC Resolution on the ranking of shortlisted bidder/s and declaration of highest rated bid (HRB) for the procurement of Consulting Services with an ABC of ₱10 Million and below</li> <li>g. Contract</li> <li>h. Cancellation/termination of procurement, award, or contract</li> <li>i. Amendment to Order above ₱1 Million to ₱10 Million and below for Goods</li> </ul>	<p>Group Head of end-user (a, b, c, g, h, i, and j)</p> <p>BAC (d, e, f, and h)</p>

CERTIFIED TRUE COPY

  
**TINA ROSE R. VILLA**  
 Officer-in-Charge  
 BCDA RECORDS OFFICE

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## AUTHORITY OF SIGNATORY

I, VIMKA BERNADETTE S. PACIS, of legal age, Filipino, with business address at the 22<sup>nd</sup> Floor of Antel Global Corporate Center, #3 Doña Julia Vargas Avenue, Ortigas Center, Pasig City, Metro Manila, Philippines, after being duly sworn to in accordance with law do hereby depose and state:

1. I am the duly elected Assistant Corporate Secretary of SVI Information Services Corp., a corporation duly organized and existing under and by virtue of applicable Philippine laws:
2. At the Meeting of the Board of Directors of the said corporation, duly called and held at the principal office on November 18, 2021 at which a quorum was present and voting throughout the following resolution was unanimously approved to wit:

“RESOLVED, that any one of the following is hereby empowered and authorized to represent the Corporation for the purpose of complying with the bid for the **BCDA DIGITIZATION PROJECT** of the Bases Conversion and Development Authority, including but not limited to the preparation, signing and submission of Eligibility Documents and a Bid Proposal, comprising of a Technical and Financial Proposal, and any other document pertinent to participating in the bid.”

“RESOLVED further, that if awarded the Contract, any one of the following is empowered and authorized to sign the contract with the Bases Conversion and Development Authority.

NAME	DESIGNATION
JAE M. GUANIO	President
VIMKA BERNADETTE S. PACIS	Assistant Corporate Secretary
LUIGI G. LIM	Business Development Manager
CECILIA J. CINCO	Administrative Assistant IV


IN WITNESS WHEREOF, I have hereunto affix my signature this 18<sup>th</sup> day of November 2021 at

  
VIMKA BERNADETTE S. PACIS  
Assistant Corporate Secretary

MUNICIPALITY OF PASIG CITY

SUBSCRIBED AND SWORN TO before me in the City of PASIG CITY this 18<sup>th</sup> day of November 2021, Vimka Bernadette S. Pacis, by who has satisfactorily proven to me her identity through her IBP Lifetime Membership ID with Membership No. 01827 expiring on June 30, 2022, and that she is the same person who personally signed before me the foregoing document and acknowledged that she executed the same.

Doc. No. 141 ;  
Page No. 36 ;  
Book No. 109 ;  
Series of 2021.

  
ATTY. JAMES P. ABUCAN  
NOTARY PUBLIC  
ADPE NO. 0443-21  
Valid 12/31/2022  
IBP No. 134105 Dec. 9, 2020 Rizal Chapter  
Roll No. 202001100400  
MCLE No. VE-001023 until 4/14/2022  
TIN No. 116 529-936  
PTR No. 4274711 01/04/2021  
TEL. No. 0917 529-523-2  
Riz. 314 1000 1000, 251 BDSA,  
Mandaluyong City

  
CECILIA J. CINCO  
Authorized Representative



INTEGRATED BAR OF THE PHILIPPINES

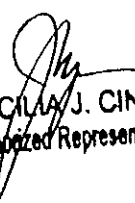


Surname  
**PACIS**  
Given Name  
**VIMKA BERNADETTE**  
Middle Name  
**SICAM**  
Date of Birth  
**02.19.1972**  
Roll of Attorneys No.  
**43887**  
IBP Chapter  
**QUEZON CITY**  
IBP License No.  
**01827**  
Date of Expiry  
**06.30.2022**



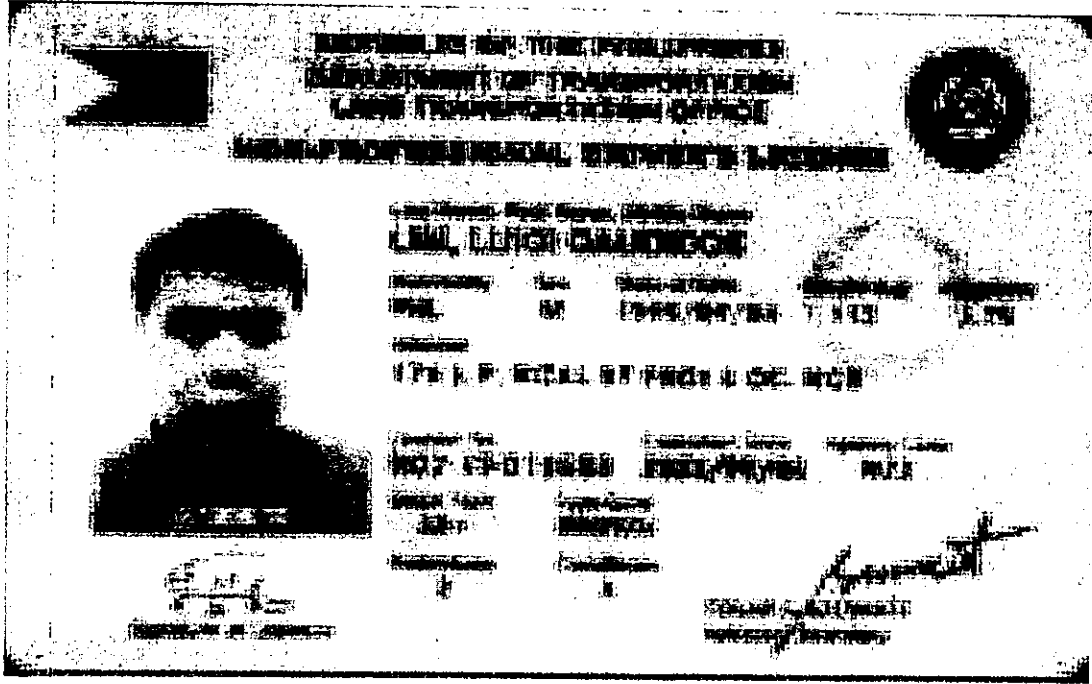
LIFETIME MEMBER

**CERTIFIED TRUE COPY/XEROX COPY  
FROM THE ORIGINAL**

  
**CECILIA J. CINCO**  
Authorized Representative








CERTIFIED TRUE COPY/XEROX COPY  
FROM THE ORIGINAL

  
CECILIA J. CINCO  
Authorized Representative



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION  
 LAND TRANSPORTATION OFFICE  
**NON-PROFESSIONAL DRIVER'S LICENSE**



Last Name, First Name, Middle Name  
**CINCO, CECILIA JAYME**

Nationality: P    Sex: F    Date of Birth: 1968/12/28    Height: 5' 08"    Weight: 115 lbs

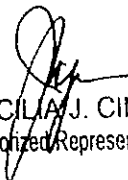
Address:  
**847 K.E. PANTALON ST. BARANGAY BABA  
 MANDALUYONG CITY**

License No: **NG1-06-014579**    Expiration Date: **2022/12/28**    Agency Code: **N34**

Blood Type:    Eye Color: **BROWN**  
 Hair Color:    Complexion: **NONE**

Signature of Licensee: *[Signature]*  
 Agency Secretary: *[Signature]*

**CERTIFIED TRUE COPY/XEROX COPY  
FROM THE ORIGINAL**

  
**CECILIA J. CINCO**  
 Authorized Representative