



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference

Rebidding of Supply and Delivery of One (1) Lot Ethyl Acetate Solvent, One
(1) Lot Isopropyl Alcohol (IPA) Solvent and One (1) Lot Toluene Solvent
(PB-01-18-A)
18 January 2018
2:00 P.M.
APO Conference Room

BAC Members

Mr. Leonardo G. De Jesus, *Chairperson*
Ms. Milagros P. Santos, *Member*
Ms. Josefina L. Omol, *Member*
Mr. Michael Romil D. Santiago, *Member*

Also Present

End User Representative

Ms. Anna Rose M. Buenviaje
Mr. Kristian Philip Denaque
APO Lima

Technical Working Group

Mr. Frederick S. Tarun, *Head*
Mr. Ludovico B. Alba, *Member*
Mr. Joselito E. Rabulan, *Member*
Ms. Evangeline R. Zoleta, *Member*
Mr. Joselito T. Denoga

BAC Secretariat

Ms. Merla D. Escobar, *Head*
Ms. Lea Ann M. Gamban, *Member*
Ms. Bernadette Claudine P. Gutierrez, *Member*
Mr. RP P. Delos Reyes, *Member*
Ms. Hershey Anne V. Calope, *Member*
Ms. Erlinda E. Diaz, *Member*
Ms. Joy M. Principe, *Member*
Ms. Ednalyn S. Cortez, *Member*

I. Call to Order

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Pre-Bid Conference for the Rebidding of Supply and Delivery of One (1) Lot Ethyl Acetate Solvent, One (1) Lot Isopropyl Alcohol (IPA) Solvent and One (1) Lot Toluene Solvent which started at exactly 2:35 P.M. The invocation and the national anthem were led by Ms. Bernadette Claudine P. Gutierrez and Mr. Mr. RP P. Delos Reyes, respectively.

II. Agenda

1. Introduction of Participants
2. To discuss, clarify and/or explain all the requirements, terms, conditions and specifications stipulated in the bidding documents, particularly the following:
 - a. Eligibility requirements required for government bidding;
 - b. Technical specifications and other requirements for the project, and
3. Other matters

III. Pre-Bid Conference Proper

- Mr. De Jesus, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Rebidding of Supply and Delivery of One (1) Lot Ethyl Acetate Solvent, One (1) Lot Isopropyl Alcohol (IPA) Solvent and One (1) Lot Toluene Solvent*". Thereafter, he

requested the Head of the BAC Secretariat to formally introduce the attendees and state whether there is a quorum to proceed with the business of the day.

- In response, Ms. Merla D. Escobar, Head of the BAC Secretariat, confirmed that a quorum for the transaction of business was present as provided for in Section 12.3 of the revised IRR of RA 9184. Subsequently, she informed the members of the BAC that the meeting shall be participated by the following: (i) Technical Working Group (TWG), (ii) the BAC Secretariat and (iii) representative from End User.
- Additionally, she informed the group that the Invitation to Bid (IB) was posted in the PhilGEPS website, APO website, and bulletin board on 10 January 2018. Further to enhance transparency of the process, the BAC sent letters of invitation to observers on the same date, unfortunately no observer attended during the said meeting.
- Thereafter, Mr. Chairperson explained that the IB was not advertised in a newspaper of general circulation since the ABC of the said project is below Ten Million Pesos (PhP 10,000,000.00) (*Sec. 21.2.1 (c) of the 2016 Revised IRR states that the Invitation to Bid/Request for Expression of Interest shall be Advertised at least once in one (1) newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement: Provided, That advertisement shall NOT be required for contracts to be bid with an ABC of Ten Million Pesos (P10,000,000.00) and below for the procurement of goods, Fifteen Million Pesos (P15,000,000.00) and below for the procurement of Infrastructure Projects, and Five Million Pesos (P5,000,000.00) and below for the procurement of Consulting Services*).
- Thereafter, Ms. Escobar mentioned that APO Production Unit, Inc., through its Annual Procurement Plan (APP) for CY 2018 intends to apply the sum of Four Million Two Hundred Seventy Pesos (**PhP 4,270,000.00**) being the Approved Budget for the Contract (ABC).
- Also, Ms. Escobar mentioned that no prospective bidder attended the scheduled Pre-Bid Conference. At present, no prospective bidder has yet to purchase the bidding documents.
- Thereafter, Mr. De Jesus requested the End User represented by Ms. Anna Rose M. Buenviaje, to briefly discuss the technical specifications of the project and the corresponding schedule of requirements stated in the Bidding Documents.
- In response, End User confirmed that there will be no changes with the delivery date. However, they require Certificate of Analysis from the Supplier which will be issued by a third party (not affiliated with the supplier). This serve as basis of testing and evaluation of the procured items. The required parameters will be submitted by the End User not later than 22 January 2018 and will be posted in Bid bulletin.


IV. Adjournment


- There being no further matters to discuss, the meeting was adjourned at exactly 2:58 P.M.

Prepared by:


MS. EDNALYN S. CORTEZ
BAC Secretariat

Noted by:


MS. MERLA D. ESCOBAR
Head, BAC Secretariat


MR. LEONARDO G. DE JESUS
Chairperson, BAC



Republic of the Philippines
APO PRODUCTION UNIT, INC.
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
Metro Manila, Philippines 1128



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ATTENDANCE SHEET

BAC MEMBERS:

Mr. Leonardo G. De Jesus	BAC Chairperson
Ms. Milagros P. Santos	Member
Ms. Daisy M. Galvadores	Member
Mr. Michael Romil D. Santiago	Member
Ms. Josefina L. Omol	Member

END-USER:

Ms. Anna Rose Bienviaje	APO LIMA
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BAC TECHNICAL WORKING GROUP:

Mr. Frederick S. Tarun	Head
Mr. Ludovico B. Alba	Member
Mr. Joselito E. Rabulan	Member
Ms. Evangeline R. Zoleta	Member
Mr. Joselito T. Denoga	Member

BAC SECRETARIAT:

Ms. Merla D. Escobar	Head
Ms. Lea Ann M. Gamban	Member
Ms. Bernadette Claudine P. Gutierrez	Member
Mr. RP P. delos Reyes	Member
Ms. Hershey Anne V. Calope	Member
Ms. Erlinda E. Diaz	Member
Ms. Joy M. Principe	Member
Ms. Theresa S. Ronquillo	Member
Ms. Ednelyn S. Cortez	Member

Ms. Ma. Beronica I. Banagan

Member

OBSERVERS:

Ms. Glorina B. Suson	OIC-Supervising Auditor
State Auditor IV, Commission on Audit	
Ms. Liza A. Perido	Audit Team Leader
State Auditor, Commission on Audit	
Ms. Angelica B. Gaerlan	Team Member
Commission on Audit	
Atty. Dominador D. Buhain	President

Philippine Printing Technical Foundation

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Phil Chamber of Commerce and Industry

Secretary General

Trunkline: (632) 282-5309



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ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature
_____	_____	_____
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