



## **BIDS AND AWARDS COMMITTEE (BAC)**

Minutes of Pre-Bid Conference  
Rebidding of Supply and Delivery of One (1) Lot Book Paper 80 gsm  
(Imported Class – A Woodfree) (PB-02-18-A)  
18 January 2018  
3:00 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. Jolly Ann S. Bay, *PPC*

### **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-Procurement for the Rebidding of Supply and Delivery of One (1) Lot Book Paper 80 gsm (Imported Class – A Woodfree) which started at exactly 3:15 P.M. The invocation and the national anthem were led by Ms. Bernadette Claudine P. Gutierrez and Mr. RP P. Delos Reyes, respectively. The BAC Secretariat recorded the minutes of the proceedings.

### **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 Book Paper 80 gsm (Imported Class – A Woodfree)"*. 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 (₱10,000,000.00) and below for the procurement of goods, Fifteen Million Pesos (₱15,000,000.00) and below for the procurement of Infrastructure Projects, and Five Million Pesos (₱5,000,000.00) 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 2017 intends to apply the sum of Four Million One Hundred Thousand Pesos (**PhP 4,100,000.00**) being the Approved Budget for the Contract (ABC).
- Subsequently, Mr. Chairperson requested the End User represented by Ms. Jolly Ann S. Bay to briefly discuss the technical specifications of the project and the corresponding schedule of requirements stated in the Bidding Documents.

### IV. Open Forum

- To conduct Market Survey for Potential Suppliers such as Golden Dragon Industrial Corp., Young's Paper, Purity Paper, Inc., NAPPCO

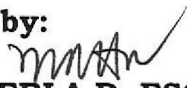
### V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 2:48 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 1129  
**BIDS AND AWARDS COMMITTEE (BAC)**



**Pre Bid Conference**  
**Rebidding of Supply and Delivery of One (1) Lot Bookpaper 80 gsm (Imported Class-A Woodfree)**  
**(PB-02-18-A)**

18 January 2018

3:00 P.M.

APO Conference Room

**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. Jolly Ann S. Bay PPC

**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

Mr. Crisanto S. Frianeza Secretary General

Phil. Chamber of Commerce and Industry

*(Handwritten signatures and initials in black and purple ink)*





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**

**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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