



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference

Lease of Various Printing Machine/s and Finishing Equipment with
Technical and Operational Support System (Lot 1 for Luzon Area and Lot 2
for Mindanao Area) (PB-04-18)

21 February 2018

1:30 P.M.

APO Conference Room

BAC Members

Mr. Leonardo G. De Jesus, *Chairperson*
Ms. Milagros P. Santos, *Member*
Ms. Daisy M. Galvadores, *Member*
Ms. Josefina L. Omol, *Member*

Technical Working Group

Mr. Frederick S. Tarun, *Head*
Mr. Ludovico B. Alba, *Member*
Mr. Joselito E. Rabulan, *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. Theresa S. Ronquillo, *Member*
Ms. Ednalyn S. Cortez, *Member*

Also Present

End User Representative

Ms. Jolly Ann S. Bay, *PPC*

Prospective Bidders (Authorized Representative)

Ivory Printing & Publishing House,
Represented by Mr. Neil L. Saldivar

I. Call to Order

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Pre-Bid Conference for the Lease of Various Printing Machine/s and Finishing Equipment with Technical and Operational Support System (Lot 1 for Luzon Area and Lot 2 for Mindanao Area) which started at exactly 1:43 P.M. The invocation and the national anthem were led by Ms. Bernadette Claudine P. Gutierrez and Ms. Theresa S. Ronquillo, 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: *“Lease of Various Printing Machine/s and Finishing Equipment with Technical and Operational Support System (Lot 1 for Luzon Area and Lot 2 for Mindanao Area)”*. 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) BAC Members, (ii) Technical Working Group (TWG), (iii) the BAC Secretariat, (iv) Representative from End User and (v) Prospective Bidder from Ivory Printing & Publishing House.
- Additionally, she informed the group that the Invitation to Bid (IB) was posted in the PhilGEPS website, APO website and Bulletin board on 13 February 2018 and Newspaper on 19 February 2018. Further to enhance transparency of the process, the BAC sent letters of invitation to Observers to Philippine Printing Technical Foundation, Commission on Audit and Philippine Chamber of Commerce and Industry on 14 February 2018, unfortunately no observer attended the said meeting.
- Thereafter, Ms. Escobar mentioned that APO Production Unit, Inc., through its Annual Procurement Plan (APP) for CY 2018 intends to apply the sum of Sixty Million Pesos (**PhP 60,000,000.00**) being the Approved Budget for the Contract (ABC).

| Lot No. | Description | Qty. | Total ABC P (VAT Inclusive) |
|------------------|--|-------|-----------------------------|
| 1 | <i>Lease of Various Printing Machine/s and Finishing Equipment with Technical and Operational Support System</i> LUZON AREA | 1 Lot | 30,000,000.00 |
| 2 | <i>Lease of Various Printing Machine/s and Finishing Equipment with Technical and Operational Support System</i> MINDANAO AREA | 1 Lot | 30,000,000.00 |
| Total ABC | | | 60,000,000.00 |

- Also, she introduced the prospective bidder present from **Ivory Printing & Publishing House** represented by Mr. Neil L. Saldivar.
- Then Mr. De Jesus 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.
- End User requested to amend the following details thereafter BAC will issue bid bulletin to be posted in the PhilGEPS and APO websites;
 1. Technical Specifications, Item III Terms change the period to 01 April 2018 to 31 March 2019.
 2. Technical Specifications, Item IV Obligations of the Lessor change No. 3 - The Lessor shall allow the entry of APO personnel to the leased printing machines and equipment facilities and to allow qualified operators to use the leased machines and equipment.

No. 4 – The **Lessor** shall reserve an **enclosed, secured working area with “padlock” and will be for exclusive use of APO** (with available working table, **chairs** and a computer unit) where APO’s personnel can prepare its daily machine utilization report and/ or monthly monitoring reports, waste disposal slips, etc.

No. 7 – Upon completion of a particular job or project and/ or termination of the Lease Agreement, the Lessor shall return to APO all materials, films, printing plates, scrap paper, reject goods and other materials related to the production.

3. Technical Specifications, Item II List of Printing Machines and Finishing Equipment LOT 1 Luzon Area – **One (1) unit Guillotine Cutting Machine**

IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 2:15 P.M.

Prepared by:

 02.26.2018
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. 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. Ednalyn S. Cortez | Member |

| | |
|-----------------------------|--------|
| Ms. Ma. Beronica I. Banagan | Member |
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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

FAX: (02) 719-1901

Phil Chamber of Commerce and Industry

Secretary General

Trunkline: (632) 282-5309



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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 |
|--------------|---------------------------|-----------------------------|-----------|--------------------------------|
| 1:30 PM | Neil Saldivar | Ivory Printing & Publishing | | 09178158530 |
| | | | | |
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BIDDERS LEGAL COUNSEL:

| Representative | Name of Company | Signature |
|----------------|-----------------|-----------|
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BIDDERS (AUTHORIZED REPRESENTATIVE):

| Representative | Name of Company | Signature |
|----------------|-----------------|-----------|
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