



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference
Lease of Various Security Printing Machines and Equipment with High Level
Security System Software Application and Technical and Operational
Support System (PB-05-18)
21 February 2018
3:30 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)

Tone Guide Press Inc.,
Represented by Mr. Eugene Delos Trinos

I. Call to Order

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Pre-Bid Conference for the Lease of Various Security Printing Machines and Equipment with High Level Security System Software Application and Technical and Operational Support System which started at exactly 3:40 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 Security Printing Machines and Equipment with High Level Security System Software Application and Technical and Operational Support System"*. 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 Tone Guide Press Inc.
- 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 Five Million Pesos (**PhP 65,000,000.00**) being the Approved Budget for the Contract (ABC).
- Also, she introduced the prospective bidder present from **Tone Guide Press Inc.** represented by Mr. Eugene Delos Trinos.
- 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 thereafter BAC will issue bid bulletin to be posted in the PhilGEPS and APO websites;
 1. 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.


IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 4:25 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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Application and Technical and Operational Support System (PB-05-18)

21 February 2018

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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
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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
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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. Ednallyn 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	
Mr. Crisanto S. Frianeza	Secretary General
Phil. Chamber of Commerce and Industry	

(Handwritten signatures and initials corresponding to the list of attendees)



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



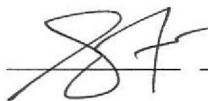
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ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
3:36	MATY TRINOS	TONE GUIDE		364-6071

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature