



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference
Supply and Delivery of Carbonless Paper 14" RW with Fiber
(PB-06-18-A)
21 March 2018
1:30 P.M.
APO Conference Room

BAC Members

Ms. Daisy M. Galvadores, *Member*
Ms. Milagros P. Santos, *Member*
Ms. Josefina L. Omol, *Member*
Mr. Michael Romil D. Santiago, *Member*

Technical Working Group

Mr. Frederick S. Tarun, *Head*
Mr. Ludovico B. Alba, *Member*
Ms. Evangeline R. Zoleta, *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*
Ms. Erlinda E. Diaz, *Member*
Ms. Joy M. Principe, *Member*
Ms. Ednalyn S. Cortez, *Member*
Ms. Ma. Beronica I. Banagan, *Member*

Also Present

End User Representative

Ms. Jolly Ann S. Bay, *PPC*

Prospective Bidders (Authorized Representatives)

Metro Paper Converter Phils. Corp.,
Represented by Ms. Analisa Alvarez
Advance Computer Paper,
Represented by Mr. Cris Dela Cruz Jr.
Kolonwel Trading, *Represented by*
Ms. Delia Silvano

I. Call to Order

- Ms. Daisy M. Galvadores as BAC Member presided over the Pre-Bid Conference for the Supply and Delivery of Carbonless Paper 14" RW with Fiber which started at exactly 1:50 P.M. The invocation and the national anthem were led by Ms. Bernadette Claudine P. Gutierrez and Ms. Ma. Beronica I. Banagan, respectively.

II. Agenda

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

III. Pre-Bid Conference Proper

- Ms. Galvadores, as Presiding Officer, called the Pre-bid Conference to order for the abovementioned project, entitled: "Supply and Delivery of Carbonless Paper 14" RW with Fiber". Thereafter, she 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 and formally introduced the members of the BAC, Technical Working Group (TWG), the Secretariats, End User and the prospective bidders present namely, (i) **Metro Paper Converter Phils. Corp.** represented by Ms. Analisa Alvarez, (ii) **Advance Computer Paper** represented by Mr. Cris Dela Cruz Jr. and (iii) **Kolonwel Trading** represented by Ms. Delia Silvano
- Additionally, she informed the group that the Invitation to Bid (IB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS) and APO BAC Bulletin board on 13 March 2018 and was advertised in a newspaper of general nationwide circulation (Business World) on the same day. Nevertheless, the IB was not posted in the APO website due to system is down.
- Further to enhance transparency of the process, the BAC sent letters of Invitation to Observers to the Commission on Audit, Philippine Printing Technical Foundation and Philippine Chamber of Commerce and Industry. Unfortunately no observer attended the said proceeding.
- Thereafter, Ms. Escobar mentioned that APO Production Unit, Inc., through its Annual Procurement Plan (APP) for CY 2018 intends to apply the sum of Nineteen Million Two Hundred Fifty Thousand Pesos (**PhP 19,250,000.00**) being the Approved Budget for the Contract (ABC).
- Afterwards, Ms. Galvadores 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 Section VI and VII of the Bidding Documents.
- The BAC instructed Ms. Lea Ann Gamban, BAC Secretariat to delete the 9.5" RW requirement stated in Item no. 3 of Section VII. Technical Specification in the Bidding Documents and shall be included in the corresponding bid bulletin.
- Ms. Delia Silvano representative from Kolonwel Trading requested to revise the initial delivery schedule as the subject goods will still be imported from abroad. In response, based from the current stocks at hand, the End user agreed on the said proposal and was later on approved by the Members of the BAC to move the 1st Delivery schedule from 19 May 2018 to 2 June 2018.
- As regards the Technical Specifications under Item no. 15 that provides the following: *"The Supplier shall submit Certificate of Conformity to Technical Specifications as specified above in Item number 1, 2, 5, 6, 7, 8 and 9 issued by DOST (or any equivalent Testing Agency) simultaneous with the submission of their bids"*, Mr. Frederick Tarun, TWG Head stated that Item no. 5 will no longer be included in the testing list. Also, he clarified that bidders shall prepare the request letter addressed to DOST or any accredited Testing agency in order to secure the Certificate of Conformity.
- Additionally, Ms. Josefina L. Omol reminded the others that all rolls with more than one (1) splice should not be accepted and be pulled out immediately by the supplier within the day of delivery.
- Lastly, Ms. Galvadores mentioned that End User and TWG will conduct a careful study and discussion on the technical specifications. Any request for clarification/s on any part of the Bidding Documents that were not raised during the pre-bid conference must be made in writing and submitted to BAC thru its Secretariat at least ten (10) calendar days before the submission and opening of bids.

IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 2:25 P.M.

Prepared by:



MS. EDNALYN S. CORTEZ
BAC Secretariat

Noted by:



MS. MERLA D. ESCOBAR
Head, BAC Secretariat

Approved by:



KARL PAULO C. DAMIAN
Chairperson



MILAGROS P. SANTOS
Member



DAISY M. GALVADORES
Member



MICHAEL ROMIL D. SANTIAGO
Member



JOSEFINA L. OMOL
Member



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21 March 2018
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ATTENDANCE SHEET

BAC MEMBERS:

Mr. Karl Paulo C. Damian	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

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	
Mr. Crisanto S. Frianeza	Secretary General



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BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
1:35pm	Analisa D. Alvarez	Metro Paper		9701171 - mpepc2011@gmail.com
1:44pm	CRIS R. DEVA CRUZ JR	ADVANCE		09204199461icrelaharan18@gmail.com
1:45	Della Silvana	Kolmanul Inc.		7117478@gmail.com

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature