



**BIDS AND AWARDS COMMITTEE (BAC)**

Minutes of Pre-Bid Conference  
Supply and Delivery of Carbonless Paper with Fiber (PB-06-18)  
28 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*  
Mr. Michael Romil D. Santiago, *Member*

**Technical Working Group**

Mr. Frederick S. Tarun, *Head*  
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*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Erlinda E. Diaz, *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 Representative)**

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**

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Pre-Bid Conference for the Supply and Delivery of Carbonless Paper with Fiber which started at exactly 1:35 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**

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: *"Supply and Delivery of Carbonless Paper with Fiber"*. 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 and informed the members of the BAC that the meeting shall be participated by the following: Technical Working Group (TWG), the BAC Secretariat, Representative from End User and the prospective bidders present namely, **Metro Paper Converter Phils. Corp.** represented by Ms. Analisa Alvarez, **Advance Computer Paper** represented by Mr. Cris Dela Cruz Jr. and **Kolonwel Trading** represented by Ms. Delia Silvano
- Additionally, she informed the group that the Invitation to Bid (IB) was posted in the PhilGEPS, APO website, Bulletin board and advertised in Newspaper on 20 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 21 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 Twenty One Million Pesos (**PhP 21,000,000.00**) being the Approved Budget for the Contract (ABC).
- 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.
- Queries and Clarifications
  - Technical Specifications Item no. 13 - To include manufacturing date, Supplier's original labels and the distributor's name must be added to the packaging
  - Technical Specifications Item no. 15 - TWG will specify the what particular list to test and submit
  - Schedule of Requirements under Section VI - Strict compliance with the required no. of supplies and scheduled delivery

#### **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

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



**Pre Bid Conference**  
**Supply and Delivery of Carbonless Paper with Fiber (PB-06-18)**

28 February 2018  
1:30 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. Ednalyn 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       |





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



## BIDS AND AWARDS COMMITTEE (BAC)

**Pre Bid Conference**  
**Supply and Delivery of Carbonless Paper with Fiber (PB-06-18)**  
28 February 2018  
1:30 P.M.  
APO Conference Room

### ATTENDANCE SHEET

#### BIDDERS (AUTHORIZED REPRESENTATIVE):

| Current Time | Authorized Representative | Name of Company        | Signature | Contact Number & Email Address  |
|--------------|---------------------------|------------------------|-----------|---------------------------------|
| 1:45pm       | Analisa Alvarez           | Metro Paper            |           | 4701178-1ieul.alvarez@gmail.com |
| 1:46pm       | CRIS DELA CRUZ JR         | ADVANCE COMPUTER PAPER |           | 4922892 delacruzjr@gmail.com    |
| 1:47         | Delia Silvano             | Kolonwil Trading       |           | 707478                          |
|              |                           |                        |           |                                 |

#### BIDDERS LEGAL COUNSEL:

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

#### BIDDERS (AUTHORIZED REPRESENTATIVE):

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