



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)

Minutes of Pre-Bid Conference
Supply and Delivery of Carbonless Paper (9.5" RW and 11" RW)
without Fiber (PB-07-18-A)
21 March 2018
2:30 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 Bidder (Authorized Representative)

Young's Paper Sales, Inc.

Represented by Ms. Coleen Palafox

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 (9.5" RW and 11" RW) without Fiber which started at exactly 2:45 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

- Ms. Galvadores, as BAC Member, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Supply and Delivery of Carbonless Paper (9.5" RW and 11" RW) without 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 bidder **Young's Paper Sales, Inc.** represented by Ms. Coleen Palafox.
- Additionally, she informed the group that the Invitation to Bid (IB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS) and Bulletin board on 13 March 2018 and was advertised in a newspaper of general nationwide circulation (Business World) on the same day. The IB was not posted in APO website due to reconstruction progress at the moment.
- Further to enhance transparency of the process, the BAC sent letters of invitation to Observers to Commission on Audit, Philippine Printing Technical Foundation and Philippine Chamber of Commerce and Industry but 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 Three Million Six Hundred Seventy Thousand Pesos (**PhP 3,670,000.00**) being the Approved Budget for the Contract (ABC).
- Then 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 the Bidding Documents.
- Queries and Clarifications
 - TWG Head mentioned to the prospective bidder that DOST or any equivalent Testing agency can conduct Visual Testing and Inspection referring to the color specification stated in Technical Specifications Item no. 1.
 - Ms. Josefina L. Omol, BAC member, suggested in Section VI. Schedule of Requirements to alternatively re-arrange the set table by combining all Items with the same delivery schedule instead.
- Lastly, Ms. Galvadores requested the BAC Secretariat to reiterate changes in the Bid Documents that will be amended thru the issuance of Bid Bulletin.

IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 3:05 P.M.

Prepared by:


MS. EDNALYN S. CORTE Z
BAC Secretariat


Noted by:


MS. MERLA D. ESCOBAR
Head, BAC Secretariat

Approved by:


KARL PAULO C. DAMIAN

Chairperson 03.21.18 - on leave


MILAGROS P. SANTOS
Member


DAISY M. GALVADORES
Member


MICHAEL ROMIL D. SANTIAGO
Member


JOSEFINA L. OMOL
Member



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ATTENDANCE SHEET

BAC MEMBERS:

Mr. Karl Paulo C. Damian

Ms. Milagros P. Santos

Ms. Daisy M. Galvadores

Mr. Michael Romil D. Santiago

Ms. Josefina L. Omol

END-USER:

Ms. Jolly Ann S. Bay

BAC TECHNICAL WORKING GROUP:

Mr. Frederick S. Tarun

Mr. Ludovico B. Alba

Mr. Joselito E. Rabulan

Ms. Evangeline R. Zoleta

Mr. Joselito T. Denoga

BAC SECRETARIAT:

Ms. Merla D. Escobar

Ms. Lea Ann M. Gamban

Ms. Bernadette Claudine P. Gutierrez

Mr. RP P. delos Reyes

Ms. Hershey Anne V. Calope

Ms. Erlinda E. Diaz

Ms. Joy M. Principe

Ms. Theresa S. Ronquillo

Ms. Ednalyn S. Cortez

Ms. Ma. Beronica I. Banagan

OBSERVERS:

Ms. Glorina B. Suson

State Auditor IV, Commission on Audit

Ms. Liza A. Perido

State Auditor, Commission on Audit

Ms. Angelica B. Gaerlan

Commission on Audit

Atty. Dominador D. Buhain

Philippine Printing Technical Foundation

Mr. Crisanto S. Frianeza

Phil. Chamber of Commerce and Industry

BAC Chairperson

Member

Member

Member

Member

PPC

Head

Member

Member

Member

Member

Head

Member

Member

Member

Member

Member

Member

Member

Member

Member

OIC-Supervising Auditor

Audit Team Leader

Team Member

President

Secretary General



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ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
2:45	QUEEN PALATOK	QUEEN PAPER SALES, INC.		6387788

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature