



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference
Supply and Delivery of Carbonless Paper without Fiber (PB-07-18)
28 February 2018
2:30 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 Bidder (Authorized Representative)

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 without Fiber which started at exactly 2:40 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 without 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 as provided for in Section 12.3 of the revised IRR of RA 9184 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 bidder from **Kolonwel Trading** represented by Ms. Delia Silvano
- Additionally, she informed the group that the Invitation to Bid (IB) was posted in the PhilGEPS website, APO website and Bulletin board and 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 Eight Million Pesos (**PhP 8,000,000.00**) 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
 - Representative from Kolonwel Trading requested to increase the Approved Budget for the contract (ABC) based on the current exchange rate as goods will be imported from Abroad
 - TWG will conduct Market Study of current pricing of Paper and BAC will have a follow up meeting tomorrow 29 February regarding this concern

IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 3:30 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



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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

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
Phil. Chamber of Commerce and Industry	



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BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
2:30	Delia Silvano	Kolonwel Trading		7117478

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature