



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 One (1) Lot Book Paper (Imported Class A-Woodfree)
(PB-08-18-A)
21 March 2018
3:30 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 One (1) Lot Book Paper (Imported Class A-Woodfree) which started at exactly 3:35 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

- 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 One (1) Lot Book Paper (Imported Class A-Woodfree)*". 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. Nevertheless, the IB was not posted in APO website due to technical error.
- 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 Five Million Five Hundred Eighty Thousand Pesos (**PhP 5,580,000.00**) 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.
- Ms. Coleen Palafox, representing **Young's Paper Sales, Inc.**, inquired if APO will provide the request letter addressed to the Testing agency in order to secure Certificate of Conformity. In response, Mr. Frederick S. Tarun, the Head of TWG mentioned that prospective bidders shall prepare the request letter addressed to DOST or any accredited Testing agency for Certificate of Conformity in order to secure the Certificate of Conformity.
- 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 deadline set for the submission and receipt of bids. In turn, BAC shall issue the corresponding supplemental/bid bulletin to respond to all the clarifications during the pre-bid conference or any request done in writing at least seven (7) calendar days before the submission and opening of bids.

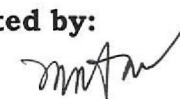
IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 4:15 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 B. SANTOS
Member


DAISY M. GALVADORES
Member


MICHAEL ROMIL D. SANTIAGO
Member


JOSEFINA L. OMOL
Member



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 One (1) Lot Book Paper (Imported Class-A Woodfree) (PB-08-18-A)

21 March 2018

3:30 P.M.

APO Conference Room

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

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



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 One (1) Lot Book Paper (Imported Class-A Woodfree) (PB-08-18-A)
21 March 2018
3:30 P.M.
APO Conference Room

ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
3:10	COLEEN PAUATOK	GOLDEN DRAGON IND. CORP		6787728

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature