

# 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)
2 March 2018
2:00 P.M.
APO Conference Room

#### **BAC Members**

Mr. Karl Paulo C. Damian, Chairperson

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. Joselito E. Rabulan, Member

Mr. Joselito T. Denoga, Member

#### **BAC Secretariat**

Ms. Merla D. Escobar, Head

Ms. Bernadette Claudine P. Gutierrez, Member

Ms. Hershey Anne V. Calope, Member

Ms. Theresa S. Ronquillo, Member

Ms. Ednalyn S. Cortez, Member

Ms. Ma. Beronica I. Banagan, Member

#### **End User Representative**

Ms. Jolly Ann S. Bay, PPC

#### I. Call to Order

 Mr. Karl Paulo C. Damian as BAC Chairperson 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 2:35 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. Damian, as BAC Chairperson, 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, 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 formally introduced the members of the BAC, Technical Working Group (TWG), the Secretariats and Representative from End User.
- Additionally, she informed the group that the Invitation to Bid (IB) was
  posted in the Philippine Government Electronic Procurement System
  (PhilGEPS), APO BAC office Bulletin board and was advertised in a
  newspaper of general nationwide circulation (Business World) on 22
  February 2018.
- 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 Nineteen Million five Hundred Thousand Pesos (PhP 19,500,000.00) being the Approved Budget for the Contract (ABC).
- Then Mr. Damian 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.
- Thereafter, Ms. Josefina L. Omol and Mr. Michael Romil D. Santiago both BAC members informed Mr. Damian from the last meeting that BAC Members has disapproved the request of the End User for procuring PhP 19,500,000.00 worth of Book Paper for 1 year inventory.
- Lastly, Mr. Damian requested the BAC Members, TWG and End User to conduct a careful study and discussion on the technical specifications and allotted budget for the said project together with the Sales and Budget Officer Representative.

#### IV. Adjournment

• There being no further matters to discuss, the meeting was adjourned at exactly 4:05 P.M.

Prepared by:

Noted by:

MS. EDNALYN S. CORTE Z

BAC Secretariat

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

#### **Pre Bid Conference**

Supply and Delivery of One (1) Lot Book Paper (Imported Class-A Woodfree)

2 March 2018 2:00 P.M. APO Conference Room

ATTENDANCE SHEET

Mr. Karl Paulo C. Damian  Ms. Milagros P. Santos  Member  Ms. Daisy M. Galvadores  Member  Ms. Josefina L. Omol  Member  Ms. Joselito E. Rabulan  Mr. Ludovico B. Alba  Member  Mr. Joselito E. Rabulan  Member  Mr. Joselito T. Denoga  BAC SECRETARIAT:  Ms. Evangeline R. Zoleta  Member  Ms. Evangeline R. Josebar  Ms. Lea Ann M. Gamban  Member  Ms. Bernadette Claudine P. Gutierrez  Member  Ms. Hershey Anne V. Calope  Member  Ms. Flinda E. Diaz  Member  Ms. Flinda E. Diaz  Member  Ms. Joy M. Principe  Ms. Theresa S. Ronquillo  Member  Ms. Ednalyn S. Cortez  Member  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. Liza A. Perido  State Auditor, Commission on Audit  Ms. Liza A. Perido  State Auditor IV. Commission on Audit  Ms. Angelica B. Gaerian  Commission on dualit  Atty. Dominador D. Bubain  Philippine Printing Technical Foundation  Mr. Crisanto S. Frianeza  President  President	BAC MEMBERS:		87/
Ms. Daisy M. Galvadores Mr. Michael Romil D. Santiago Member Ms. Josefina L. Omol Member  END-USER: Ms. Jolly Ann S. Bay PPC Ms. Jolly Ann S. Bay Member Mr. Frederick S. Tarun Mr. Ludovico B. Alba Member Mr. Joselito E. Rabulan Member Ms. Evangeline R. Zoleta Member Mr. Joselito T. Denoga BAC SECRETARIAT: Ms. Merla D. Escobar Ms. Lea Ann M. Gamban Member Ms. Bernadette Claudine P. Gutierrez Member Ms. Hershey Anne V. Calope Member Ms. Frining E. Member Ms. Frining Member Ms. Theresa S. Ronquillo Ms. Ednalyn S. Cortez Member Ms. Member Ms. Joy M. Principe Member Ms. Theresa S. Ronquillo Member Ms. Theresa S. Ronquillo Member Ms. Menber Ms. Joy M. Principe Member Ms. Theresa S. Ronquillo Member Ms. Theresa S. Ronquillo Member The Member Ms. Man Beronica I. Banagan OBSERVERS: Ms. Glorian B. Suson State Auditor IV. Commission on Audit Ms. Liza A. Perido State Auditor IV. Commission on Audit Ms. Angelica B. Gaerlan Commission on Audit Ms. Liza A. Perido State Auditor IV. Commission on Audit Ms. Angelica B. Gaerlan Commission on Audit Ms. Liza A. Perido State Auditor IV. Commission on Audit Ms. Angelica B. Gaerlan Commission on Audit Ms. Liza A. Perido State Auditor IV. Commission on Audit Ms. Angelica B. Gaerlan Commission on Subtil Auty. Dominador D. Buhain President Philippine Printing Technical Foundation Mr. Crisanto S. Frianeza Secretary General	Mr. Karl Paulo C. Damian	BAC Chairperson	
Mr. Michael Romil D. Santiago  Member  Ms. Josefina L. Omol  END-USER: Ms. Jolly Ann S. Bay  PPC  BAC TECHNICAL WORKING GROUP: Mr. Frederick S. Tarun  Mr. Ludovico B. Alba  Member  Mr. Joselito E. Rabulan  Member  Ms. Evangeline R. Zoleta  Member  Mr. Joselito T. Denoga  BAC SECRETARIAT: Ms. Merla D. Escobar  Ms. Lea Ann M. Gamban  Member  Ms. Bernadette Claudine P. Gutierrez  Member  Ms. Hershey Anne V. Calope  Member  Ms. Frincipe  Ms. Theresa S. Ronquillo  Ms. Ednalyn S. Cortez  Member  Ms. Member  Ms. Theresa S. Ronquillo  Ms. Ednalyn S. Cortez  Member  Ms. Member  Ms. Agelica I. Banagan  OBSERVERS:  Ms. Glorina B. Suson  State Auditor IV, Commission on Audit Ms. Angelica B. Gaerlan  Commission on Audit Audit Team Leader  Team Member  President	Ms. Milagros P. Santos	Member	ny
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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 Audit Team Leader Team Member Peam Member President President Secretary General	Ms. Glorina B. Suson	OIC-Supervising Auditor	
Ms. Angelica B. Gaerlan  Commission on Audit  Atty. Dominador D. Buhain  President  Philippine Printing Technical Foundation  Mr. Crisanto S. Frianeza  Team Member  President  Secretary General	Ms. Liza A. Perido	Audit Team Leader	
Atty. Dominador D. Buhain President  Philippine Printing Technical Foundation  Mr. Crisanto S. Frianeza Secretary General	Ms. Angelica B. Gaerlan	Team Member	
Mr. Crisanto S. Frianeza Secretary General		President	
		Secretary General	



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## Pre Bid Conference Supply and Delivery of One (1) Lot Book Paper (Imported Class-A Woodfree)

2 March 2018 2:00 P.M. APO Conference Room

#### ATTENDANCE SHEET

#### **BIDDERS (AUTHORIZED REPRESENTATIVE):**

Current Time	Authorized Repres	eentative -	Name of Company	Signature	Contact Number & Email Address
BIDDE	RS LEGAL COUNSEL:		Name of Company		Signature
BIDDE	RS (AUTHORIZED RE	PRESENTA	ATIVE):  Name of Company		Signature
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