



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:



MS. EDNALYN S. CORTE Z
BAC Secretariat

Noted by:


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



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

ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____