



**BIDS AND AWARDS COMMITTEE (BAC)**

Minutes of Pre-Bid Conference  
Supply and Delivery of One (1) Lot of Coated One Side (C1S) Paper: Optical  
Brightener Additives (OBA) - Free  
(PB-09-18)  
25 April 2018  
1:30 P.M.

**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. 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*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Theresa S. Ronquillo, *Member*  
Ms. Ednalyn S. Cortez, *Member*

**Also Present**

**End User Representative**

Ms. Meceliza O. Libuit,  
Ms. Eunice O. Toledo  
Mr. Percival De Castro  
*APO Lima*

**Prospective Bidders (Authorized Representatives)**

Kolonwel Trading,  
*Represented by Mr. Constante Lapitan  
and Ms. Delia Silvano*

**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 of Coated One Side (C1S) Paper: Optical Brightener Additives (OBA) - Free which started at exactly 2:05 P.M. The invocation and the national anthem were led by Ms. Theresa S. Ronquillo and Mr. RP P. Delos Reyes, 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 of Coated One Side (C1S) Paper: Optical Brightener Additives (OBA) - Free*". 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 and formally introduced the members of the BAC, Technical Working Group (TWG), the Secretariats, End Users and the prospective bidder **Kolonwel Trading**.
- Additionally, she informed the group that the Invitation to Bid (IB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS), APO Website and APO BAC Bulletin board on 17 April 2018 and was advertised in a newspaper of general nationwide circulation (Business World) on the same day. Further to enhance transparency of the process, the BAC sent letters of Invitation to Observers to the Commission on Audit, Philippine Printing Technical Foundation and Philippine Chamber of Commerce and Industry. 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 Twelve Million Five Hundred Twelve Thousand Pesos (**PhP 12,512,000.00**) being the Approved Budget for the Contract (ABC).
- To provide background, Mr. Damian requested the End User represented by Ms. Meceliza O. Libuit, 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.
- In response, Ms. Libuit confirmed to the Committee that the required quantity is for the whole quarter of 2018. She presented the current stocks and last year's target and Actual sales of Tax Stamps as basis of the Approved Budget for the Contract (ABC).
- For clarity, Mr. Damian requested the End User for the CY 2017 sales data to serve as additional basis for the 2018 quantity allocation to prevent supply problem resulting for an emergency procurement. In response, Mr. De Castro mentioned that they also inquired same information; unfortunately the Suppliers disapproved their request.
- Subsequently, Ms. Omol inquired on the specific peak season or wherein the production of Tax stamps is high. In response, Ms. Libuit confirmed that it is usually on the last Quarter of the year. However, she is hesitant to rely as there are certain changes with the sales from time to time.
- As for the submission of sample, Mr. Tarun, Head of the TWG reminded the End User to immediately submit the evaluation or result of the testing for the approval of materials. Also, that the delivery is in Cost Insurance and Freight ("CIF") shipping, the consignment of goods will be delivered directly to APO Lima Batangas but consignee and documentation will be addressed to APO Quezon City.
- Thereafter, Mr. Damian opened the floor for questions and clarifications from the Observer. Ms. Silvano representing Kolonwel Trading clarified the following, (1) the Notice to Proceed ("NTP") commencement (2) Allocated budget relatively too low compared with the current currency rate as the subject materials will still be imported from abroad and (3) If they are still required to submit sample though they are the current Supplier. In response, Mr. Tarun mentioned that NTP will commence on 19 May 2018 and Mr. De Castro clarified that submission of sample is a standard procedure for the project regardless if they are new or old Suppliers.
- 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 then will issue the corresponding supplemental/bid bulletin to all the changes and clarifications or any request done before the submission and opening of bids.

**IV. Adjournment**

- There being no further matters to discuss, the meeting was adjourned at exactly 2:45 P.M.

**Prepared by:**

  
**MS. EDNALYN S. CORTEZ**  
*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*





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### **Pre Bid Conference**

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25 April 2018

1:30 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. Meceliza O. Libuit	APO-LiMA
Mr. Percival J. De Castro	APO-LiMA
Ms. Eunice Larra O. Toledo	APO-LiMA

#### **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. Ednelyn S. Cortez	Member

Ms. Ma. Beronica I. Banagan	Member
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#### **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



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**BIDDERS (AUTHORIZED REPRESENTATIVE):**

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
	CONSTANTE L. LAFITEN	STANDARD TRADING		7427766
	Debra Silvano	- do -		debra.silvano@kdmwib.com

**BIDDERS LEGAL COUNSEL:**

Representative	Name of Company	Signature

**BIDDERS (AUTHORIZED REPRESENTATIVE):**

Representative	Name of Company	Signature