



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference
Lease of Various Security Printing Machines and Equipment with High Level
Security System Software Application and Technical and Operational
Support System
(PB-10-18)
25 April 2018
2:30 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. Jolly Ann S. Bay, PPC

Prospective Bidder (Authorized Representatives)

Tone Guide Press, Inc.
*Represented by Ms. Naty Trinos and
Ms. Ermina Caliva*

I. Call to Order

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Lease of Various Security Printing Machines and Equipment with High Level Security System Software Application and Technical and Operational Support System which started at exactly 3:05 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: *"Lease of Various Security Printing Machines and Equipment with High Level Security System Software Application and Technical and Operational Support System"*. 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 **Tone Guide Press, Inc.**
- 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 16 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 Fifty Million Pesos (**PhP 50,000,000.00**) being the Approved Budget for the Contract (ABC).
- To provide background, 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 Section VI and VII of the Bidding Documents.
- Thereafter, BAC Member Ms. Josefina L. Omol inquired with the End User to determine which is the highest and lowest rate machine rental from the list and how the budget was established. In response, Ms. Bay stated that the highest rate machine is the Narrow Web Offset Press and the lowest rate machine is Guillotine Paper Cutter. Subsequently, Mr. Tarun presented and discussed the projected list cost of the work to be done in the required machines.
- Lastly, Mr. Damian mentioned that 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 submission and opening of bids.

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

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

Lease of Various Security Printing Machines and Equipment with High Level Security System Software Application and Technical and Operational Support System (PB-10-18)

25 April 2018

2:30 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

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Phil. Chamber of Commerce and Industry

www.apo.gov.ph

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Software Application and Technical and Operational Support System (PB-10-18)**

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ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
	Naty C. Inino	Tone Guide		09189339241
	Ermina Caliva	Tone Guide		09192076900

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature