



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 Carbonless Paper 14" RW with Fiber
(PB-12-18)
2 May 2018
1:30 P.M.

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*
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. Erlinda E. Diaz, *Member*
Ms. Ednalyn S. Cortez, *Member*

Also Present

End User Representative

Ms. Jolly Ann S. Bay, *PPC*

Prospective Bidders (Authorized Representatives)

Kolonwel Trading,
*Represented by Mr. Constante Lapitan
and Ms. Delia Silvano*
Metro Paper Converter Phils. Corp.,
Represented by Ms. Analisa Alvarez

I. Call to Order

Ms. Daisy M. Galvadores as BAC Member presided over the Pre-Bid Conference for the Supply and Delivery of Carbonless Paper 14" RW with Fiber which started at exactly 3:50 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


- Ms. Galvadores, as Presiding Officer, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Supply and Delivery of Carbonless Paper 14" RW with Fiber*". 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 Users and the prospective bidders from **Kolonwel Trading and Metro Paper Converter Phils. Corp.**
- 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 24 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 Invitation letters to Observer 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 Eleven Million Five Hundred Fifty Thousand Pesos (**PhP 11,550,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, 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.
- Thereafter, Ms. Galvadores allowed the prospective bidders to asked questions and clarifications. Ms. Silvano representing Kolonwel Trading commented that the allocated budget relatively low compared with the present currency rate as there is a price increase with the subject materials. In response, Ms. Galvadores requested the End User together with TWG to conduct a careful study and discussion on the technical specifications and allotted budget for the said project.
- With regards to Item no. 15 of Section VII. Technical Specifications of the Bidding Documents stated that *"The Supplier shall submit Certificate of Conformity to Technical Specifications as specified above in Item number 2, 6, 7, 8 and 9 issued by DOST (or any equivalent Testing Agency) simultaneous with the submission of their bids"*. TWG Head Mr. Frederick Tarun, Head if the TWG mentioned that **Items no. 2, 6 and 7** will only be included in the testing and **Items no. 8 and 9** will be deleted.
- Lastly, Ms. Galvadores mentioned that BAC will issue a corresponding supplemental/bid bulletin to any changes, clarifications or request done before the submission and opening of bids.


IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 4:25 P.M.

Prepared by:

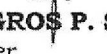

MS. EDNALYN S. CORTEZ
BAC Secretariat

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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BIDS AND AWARDS COMMITTEE (BAC)

Pre Bid Conference

Supply and Delivery of Carbonless Paper 14" R.W. with Fiber (PB-12-18)

2 May 2018

1:30 P.M.

APO Conference Room

ATTENDANCE SHEET

BAC MEMBERS:

Mr. Karl Paulo C. Damian
Ms. Milagros P. Santos
Ms. Daisy M. Galvadores
Mr. Michael Romil D. Santiago
Ms. Josefina L. Omol

END-USER:

Ms. Jolly Ann S. Bay

BAC TECHNICAL WORKING GROUP:

Mr. Frederick S. Tarun

Mr. Ludovico B. Alba
Mr. Joselito E. Rabulan
Ms. Evangelina R. Zoleta

Mr. Joselito T. Denoga

BAC SECRETARIAT:

Ms. Merla D. Escobar

Ms. Lea Ann M. Gamban

Ms. Bernadette Claudine P. Gutierrez

Mr. RP P. delos Reyes

Ms. Hershey Anne V. Calope

Ms. Erlinda E. Diaz

Ms. Joy M. Principe

Ms. Theresa S. Ronquillo

Ms. Ednelyn S. Cortez

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. Angelica B. Gaerlan
Commission on Audit

Atty. Dominador D. Buhain
Philippine Printing Technical Foundation

Mr. Crisanto S. Frianeza

Phil. Chamber of Commerce and Industry

BAC Chairperson

Member

Member

Member

Member

PPC

Head

Member

Member

Member

Member

Head

Member

Member

Member

Member

Member

Member

Member

Member

Member

OIC-Supervising Auditor

Audit Team Leader

Team Member

President

Secretary General

