



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

Minutes of Pre-Bid Conference  
Supply and Delivery of Carbonless Paper (9.5" RW and 11" RW) without Fiber  
(PB-13-18)  
2 May 2018  
2:30 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 (9.5" RW and 11 RW) without Fiber which started at exactly 4:25 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 (9.5" RW and 11 RW) without 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.
- Thereafter, Ms. Escobar explained that the IB was not advertised in a newspaper of general circulation since the ABC of the said project is below Ten Million Pesos (PhP 10,000,000.00) (*Sec. 21.2.1 (c) of the 2016 Revised IRR states that the Invitation to Bid/Request for Expression of Interest shall be Advertised at least once in one (1) newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement: Provided, That advertisement shall NOT be required for contracts to be bid with an ABC of Ten Million Pesos (P10,000,000.00) and below for the procurement of goods, Fifteen Million Pesos (P15,000,000.00) and below for the procurement of Infrastructure Projects, and Five Million Pesos (P5,000,000.00) and below for the procurement of Consulting Services*).
- 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 Two Million Nine Hundred Eighty Thousand Pesos (**PhP 2,980,000.00**) being the Approved Budget for the Contract (ABC).
- To provide background, Ms. Galvadores requested the End User represented by Ms. Jolly Ann S. Bay, to briefly discuss the technical specifications and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- Lastly, she requested the End-user and TWG to conduct a careful study and discussion on the technical specifications. Also, she stated 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 deadline set for the submission and receipt of bids. In turn, BAC shall issue the corresponding supplemental/bid bulletin to respond to all the clarifications during the pre-bid conference or any request done in writing at least seven (7) calendar days before the submission and opening of bids.


#### IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 4:35 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*





## BIDS AND AWARDS COMMITTEE (BAC)

### Pre Bid Conference

### Supply and Delivery of Carbonless Paper (9.5" R.W. and 11" R.W.) without Fiber (PB-13-18)

2 May 2018

2:30 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. Evangeline 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

