



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference
Supply and Delivery of One (1) Lot Book Paper (Imported Class A-Woodfree)
(PB-14-18)
2 May 2018
3:30 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 One (1) Lot Book Paper (Imported Class A-Woodfree) which started at exactly 4:35 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 One (1) Lot Book Paper (Imported Class A-Woodfree)*". 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 Five Million Two Hundred Sixty Five Thousand Pesos (**PhP 5,265,000.00**) 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 of the project 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 5:05 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 One (1) Lot Book Paper (Imported Class A-Woodfree) (PB-14-18)

2 May 2018

3:30 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. Ednalyn 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

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