



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 One (1) Lot Book Paper (Imported Class A- Woodfree)  
(24" RW and 26" RW)  
(PB-15-18)  
23 May 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*

**Technical Working Group**

Mr. Joselito E. Rabulan, *Member*  
Mr. Joselito T. Denoga, *Member*  
Ms. Evangeline R. Zoleta, *Member*

**BAC Secretariat**

Ms. Merla D. Escobar, *Head*  
Ms. Lea Ann M. Gamban, *Member*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Joy M. Principe, *Member*  
Ms. Erlinda E. Diaz, *Member*  
Ms. Ednalyn S. Cortez, *Member*

**End User Representatives**

Ms. Ma. Cristina Orense, *PPC*

**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 Book Paper (Imported Class A- Woodfree) (24" RW and 26" RW) which started at exactly 2:25 P.M. The invocation and the national anthem were led by Ms. Ednalyn S. Cortez and Mr. Joselito E. Rabulan, 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 Book Paper (Imported Class A- Woodfree) (24" RW and 26" RW)"*. 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 and Representative from End User.
- 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 15 May 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 Twelve Thousand Five Hundred Pesos (**PhP 5,212,500.00**) being the Approved Budget for the Contract (ABC).
- Moving Forward, Members of the BAC, TWG and Representative from End User discussed the technical specifications of the project and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- As a result, the BAC instructed Ms. Lea Ann Gamban, BAC Secretariat to delete ***letter d*** in Item no. 8 of Section VII. Technical Specification in the Bidding Documents and shall be included in the corresponding bid bulletin.
- Lastly, Mr. Damian 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 3:35 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 ROMEL 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)**  
**(24" R.W. and 26" R.W.) (PB-15-18)**

APO Conference Room  
23 May 2018  
1:30 P.M.

### 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 / *MA. CRISTINA D. ORENSE* 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. Ednaly S. Cortez                 | Member |
| Ms. Ma. Beronica I. Banagan          | Member |

#### OBSERVERS:

|  |                         |
|--|-------------------------|
| Ms. Glorina B. Suson<br><i>State Auditor IV, Commission on Audit</i>         | OIC-Supervising Auditor |
| Ms. Liza A. Perido<br><i>State Auditor, Commission on Audit</i>              | Audit Team Leader       |
| Ms. Angelica B. Gaerlan<br><i>Commission on Audit</i>                        | Team Member             |
| Atty. Dominador D. Buhain<br><i>Philippine Printing Technical Foundation</i> | President               |
| Mr. Crisanto S. Frianeza<br><i>Phil. Chamber of Commerce and Industry</i>    | Secretary General       |



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1:30 P.M.

**ATTENDANCE SHEET**

**BIDDERS (AUTHORIZED REPRESENTATIVE):**

| Current Authorized Representative Time | Name of Company | Signature | Contact Number & Email Address |
|--|-----------------|-----------|--------------------------------|
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**BIDDERS LEGAL COUNSEL:**

| Representative | Name of Company | Signature |
|----------------|-----------------|-----------|
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**BIDDERS (AUTHORIZED REPRESENTATIVE):**

| Representative | Name of Company | Signature |
|----------------|-----------------|-----------|
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