



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference
Supply and Delivery of One (1) Lot Coloured Carbonless Paper
(PB-16-18)
23 May 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*

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 Coloured Carbonless Paper which started at exactly 3:40 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 Coloured Carbonless Paper"*. 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 (₱10,000,000.00) and below for the procurement of goods, Fifteen Million Pesos (₱15,000,000.00) and below for the procurement of Infrastructure Projects, and Five Million Pesos (₱5,000,000.00) 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 Three Million Three Hundred Thirteen Thousand Two Hundred Pesos (**PhP 3,313,200.00**) being the Approved Budget for the Contract (ABC).
- As a background to the project, Members of the BAC, TWG and Representative from End User discuss the technical specifications of the project and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- 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 4:15 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 Coloured Carbonless Paper (PB-16-18)

APO Conference Room
23 May 2018
2:30 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 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. Ednelyn 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

Phil. Chamber of Commerce and Industry



Republic of the Philippines
APO PRODUCTION UNIT, INC.
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
BIDS AND AWARDS COMMITTEE (BAC)



Pre Bid Conference
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APO Conference Room
23 May 2018
2:30 P.M.

ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature
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