



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

### **Minutes of Pre-Bid Conference**

Lease of Various Paper Printing Machines, In-line Digital Numbering and  
Bar Coding and Finishing Equipment with Operational and Technical  
Support System  
(PB-17-18)  
21 June 2018  
2:30 P.M.

#### **BAC Members**

Mr. Leonardo G. De Jesus, *Chairperson*  
Ms. Milagros P. Santos, *Member*  
Ms. Daisy M. Galvadores, *Member*  
Mr. Michael Romil D. Santiago, *Member*  
Ms. Josefina L. Omol, *Member*

#### **Technical Working Group**

Mr. Frederick S. Tarun, *Head*  
Mr. Ludovico B. Alba, *Member*  
Ms. Evangeline R. Zoleta, *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. Hershey Anne V. Calope, *Member*  
Ms. Erlinda E. Diaz, *Member*  
Ms. Joy M. Principe, *Member*  
Ms. Theresa S. Ronquillo, *Member*  
Ms. Ednalyn S. Cortez, *Member*

#### **Also Present**

##### **End User Representative**

Ms. Jolly Ann S. Bay, *PPC*

##### **Prospective Bidder**

Trojan Computer Forms,  
*Represented by Ms. Ghela Sikat,*  
*Ms. Maribel Banas and Ms. Joycelin*  
*Salazar*

## **I. Call to Order**

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Pre-Bid Conference for the Lease of Various Paper Printing Machines, In-line Digital Numbering and Bar Coding and Finishing Equipment with Operational and Technical Support System which started at exactly 2:35 P.M. The invocation and the national anthem were led by Ms. Hershey Anne V. Calope and Ms. Ednalyn S. Cortez, 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. De Jesus, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: *"Lease of Various Paper Printing Machines, In-line Digital Numbering and Bar Coding and Finishing Equipment with Operational and Technical Support System"*. 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), Newspaper, APO Website and APO BAC Bulletin board on 13 June 2018.
- Further to enhance transparency of the process, the BAC sent Invitation letter to Observers 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 Twelve Million Pesos (**PhP 12,000,000.00**) being the Approved Budget for the Contract (ABC).
- To provide with the background, Mr. De Jesus 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.
- Mr. Tarun, TWG Head has corrected Section VI. Schedule of Requirements, Rental/ Lease Period of the Machines and Equipment Period from 15 July 2018 to 20 July 2018.
- Lastly, Mr. De Jesus 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 3:20 P.M.

**Prepared by:**

  
**MS. EDNALYN S. CORTEZ**  
*BAC Secretariat*


**Noted by:**

  
**MS. MERLA D. ESCOBAR**  
*Head, BAC Secretariat*

**Approved by:**

  
**LEONARDO G. DE JESUS**  
*Chairperson*

  
**MILAGROS P. SANTOS**  
*Member*

  
**DAISY M. GALVADORES**  
*Member*

  
**MICHAEL ROMIL D. SANTIAGO**  
*Member*

  
**JOSEFINA L. OMOL**  
*Member*





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Equipment with Operational and Technical Support System (PB-17-18)

21 June 2018

2:30 P.M.

APO Conference Room

### ATTENDANCE SHEET

#### BAC MEMBERS:

Mr. Leonardo G. De Jesus	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	PPC
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#### 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
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

#### OBSERVERS:

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



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### ATTENDANCE SHEET

#### BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
	Ghela Sikot	Trojan Computer Forms		646-9905-08
	Maribel Banas	TROJAN		646 99 05
	Joycelin Salazar	TROJAN		646 9905-08

#### BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

#### BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature