



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference
Brand New Twin-Head Stitching Machine
(PB-18-18)
21 June 2018
3:30 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

Mr. John Allan J. Santos, *SPU*

Prospective Bidder

Gakken, *Represented by*
Mr. Sonny M. Marfil Jr. and
Ms. Liza Q. Mendoza

I. Call to Order

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Pre-Bid Conference for the Brand New Twin-Head Stitching Machine which started at exactly 3:45 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: *“Brand New Twin-Head Stitching Machine”*. 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 13 June 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 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 One Million Four Hundred Thousand Pesos (**PhP 1,400,000.00**) 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.
- Representative from Gakken requested to move the Delivery schedule to later date as the subject goods will still be imported from abroad.
- In response, Mr. De Jesus stated that BAC will issue the corresponding supplemental/bid bulletin to respond to any changes or clarifications during the pre-bid conference or any request done before the submission and opening of bids.



IV. Adjournment


- There being no further matters to discuss, the meeting was adjourned at exactly 4:10 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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Pre Bid Conference

Procurement of Brand New Twin-Head Stitching Machine (PB-18-18)

21 June 2018

3:30 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:

JOHN ALAN SANTOS

BAC TECHNICAL WORKING GROUP:


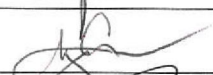


Mr. Frederick S. Tarun	Head
Mr. Ludovico B. Alba	Member
Mr. Joselito E. Rabulan	Member
Ms. Evangeline R. Zoleta	Member
Mr. Joselito T. Denoga	Member


BAC SECRETARIAT:


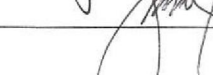

Ms. Merla D. Escobar	Head
Ms. Lea Ann M. Gamban	Member
Mr. RP P. delos Reyes	Member
Ms. Hershey Anne V. Calope	Member
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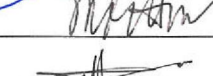


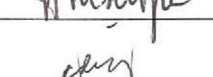


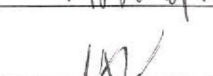
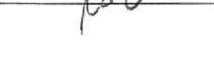
OBSERVERS:

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	Audit 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,
Metro Manila, Philippines 1128



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ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Authorized Representative Time	Name of Company	Signature	Contact Number & Email Address
SONNY M. MARFIL JR.	GAPICKEN		sonny.marfil@gapickenphil.com
Aiza Q. Mendoza	Gapicken Pmb. Inc		09178278724

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature