



**BIDS AND AWARDS COMMITTEE (BAC)**

Minutes of Pre-Bid Conference

Procurement of One (1) Lot Colored Bond Paper (9.5" RW and 14" RW)

(PB-21-18)

24 August 2018

1:30 P.M.

**BAC Members**

Mr. Leonardo G. De Jesus, *Chairperson*

Ms. Meceliza O. Libuit, *Member*

Mr. Michael V. Licup, *Member*

**Technical Working Group**

Mr. Frederick S. Tarun, *Head*

Mr. Ludovico B. Alba, *Member*

Ms. Lea Ann M. Gamban, *Member*

Mr. Agapito C. Bragais, *Member*

**BAC Secretariat**

Ms. Merla D. Escobar, *Head*

Ms. Ednalyn S. Cortez, *Member*

Mr. RP P. Delos Reyes, *Member*

Ms. Joy M. Principe, *Adhoc Member*

Ms. Jeacell S. Duran, *Member*

Ms. Michelle B. Martinez, *Member*

**End User Representative**

Ms. Jolly Ann S. Bay, *PPC*

**I. Call to Order**

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Pre-Bid Conference for the Procurement of One (1) Lot Colored Bond Paper (9.5" RW and 14" RW) which started at exactly 1:35 P.M. The invocation and the national anthem were led by Ms. Michelle B. Martinez and Ms. Jeacell S. Duran, 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: *"Procurement of One (1) Lot Colored Bond Paper (9.5" RW and 14" 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 Secretariat 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 16 August 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 One Hundred Forty Thousand Pesos (**PhP 1,140,000.00**) being the Approved Budget for the Contract (ABC). She also mentioned that as of this moment, there were no bidders purchased the bidding documents yet.
- 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.
- 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 2:10 P.M.

**Prepared by:**

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

**Noted by:**


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

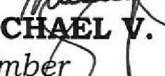
**Approved by:**

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

  
**MILAGROS P. SANTOS**  
*Member*

  
**DOMINIC F. TAJON**  
*Member*

  
**MECELIZA O. LIBUIT**  
*Member*

  
**MICHAEL V. LICUP**  
*Member*



## BIDS AND AWARDS COMMITTEE (BAC)

### Pre Bid Conference

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(PB-21-18)

24 August 2018, 1:30 P.M.

### ATTENDANCE SHEET

#### BAC MEMBERS:

Mr. Leonardo G. De Jesus BAC Chairperson

Ms. Milagros P. Santos Member

Mr. Dominic F. Tajon Member

Ms. Meceliza O. Libuit Member

Mr. Michael V. Licup Member

#### END-USER:

Ms. Jolly Ann S. Bay PPC

#### BAC TECHNICAL WORKING GROUP:

Mr. Frederick S. Tarun Head

Mr. Ludovico B. Alba Member

Ms. Evangeline R. Zoleta Member

Ms. Lea Ann M. Gamban Member

Mr. Agapito C. Bragais Member

#### BAC SECRETARIAT:

Ms. Merla D. Escobar Head

Mr. RP P. Delos Reyes Member

Ms. Ednelyn S. Cortez Member

Ms. Hershey Anne V. Calope Ad-hoc Member

Ms. Erlinda E. Diaz Ad-hoc Member

Ms. Joy M. Principe Ad-hoc Member

Ms. Theresa S. Ronquillo Ad-hoc Member

Ms. Jeacell S. Duran Member

Ms. Michelle B. Martinez 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 Audit Team Member

Commission on Audit

Ms. Roby Vanessa B. Peralta State Auditing Examiner II

Commission on Audit

Atty. Dominador D. Buhain President

Philippine Printing Technical Foundation

Mr. Crisanto S. Frianeza Secretary General

Phil. Chamber of Commerce and Industry





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### ATTENDANCE SHEET

#### **BIDDERS (AUTHORIZED REPRESENTATIVE):**

Current Authorized Representative Time	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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