



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of Pre-Bid Conference

Supply and Delivery of One (1) Lot of Coated One Side (C1S) Paper:
Optical Brightener Additives (OBA) - Free
(PB-22-18)

24 August 2018, 2:30 P.M.

BAC Members

Mr. Leonardo G. De Jesus, *Chairperson*
Mr. Dominic F. Tajon, *Member*
Ms. Meceliza O. Libuit, *Member*
Mr. Michael V. Licup, *Member*

Also Present

End User Representative

Mr. Al. S. Guerrero, *APO Lima – PPC*
Shift Supervisor

Technical Working Group

Mr. Frederick S. Tarun, *Head*
Mr. Ludovico B. Alba, *Member*
Ms. Lea Ann M. Gamban, *Member*
Mr. Agapito C. Bragais, *Member*

Prospective Bidder

Kolonwel Trading, *represented by*
Ms. Delia Silvano

BAC Secretariat

Ms. Merla D. Escobar, *Head*
Mr. RP P. Delos Reyes, *Member*
Ms. Ednalyn S. Cortez, *Member*
Ms. Joy M. Principe, *Ad-hoc Member*
Ms. Jeacell S. Duran, *Member*
Ms. Michelle B. Martinez, *Member*

I. Call to Order

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Pre-Bid Conference for the Supply and Delivery of One (1) Lot of Coated One Side (C1S) Paper: Optical Brightener Additives (OBA) – Free (PB-22-18) which started at exactly 2:40 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: *"Supply and Delivery of One (1) Lot of Coated One Side (C1S) Paper: Optical Brightener Additives (OBA) – Free (PB-22-18)"*. 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 16 August 2018.
- 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 Sixty Seven Million Four Hundred Thousand Pesos (**PhP 67,400,000.00**) being the Approved Budget for the Contract (ABC).
- To provide with the background, Mr. De Jesus requested the End User represented by Mr. Al S. Guerrero, *Planning, Production, and Control (PPC) Shift Supervisor of APO-Lima*, 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.
- During the discussion of technical specifications, the roll width (item 3) was set to minimum width of 732 mm and maximum width of 735 mm. Also, item 9 (splice) was decided to be removed as it is contrary to the description of item 7 (number of splice).
- The representative from Kolonwel Trading, prospective bidder, raised its concerns: (i) problem in congestion in ports the time of delivery; and (ii) quotation using dollar currency.
- 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 3:10 P.M.

Prepared by:



MS. JEACELL S. DURAN
BAC Secretariat


Noted by:

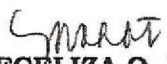

MS. MERLA D. ESCOBAR
Head, BAC Secretariat

Approved by:


LEONARDO G. DE JESUS
Chairperson


MILAGROS P. SANTOS
Member


DOMINIC F. TAJON
Member


MECELIZA O. LIBUIT
Member


MICHAEL V. LICUP
Member



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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:

Mr. Al S. Guerrero

APO Lima – PPC Shift Sup.

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

Philippine Chamber of Commerce and Industry

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APO PRODUCTION UNIT, INC.
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Metro Manila, Philippines 1128



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ATTENDANCE SHEET

BIDDERS (AUTHORIZED REPRESENTATIVE):

Current Time	Authorized Representative	Name of Company	Signature	Contact Number & Email Address
	Delia Silvano	Kolnwal Trading		717778 / delia.pilvano@kolnwal.com

BIDDERS LEGAL COUNSEL:

Representative	Name of Company	Signature

BIDDERS (AUTHORIZED REPRESENTATIVE):

Representative	Name of Company	Signature