



**Minutes of Pre-Bid Conference**  
**SUPPLY AND DELIVERY OF WHOLE GRAIN DENORADO RICE**  
(PB-03-19)  
20 February 2019  
10:00 A.M.

**BAC Members**

Mr. Karl Paulo C. Damian, *Chairperson*  
Ms. Josefina L. Omol, *Vice Chairperson*  
Mr. Dominic F. Tajon, *Member*  
Mr. Frederick S. Tarun, *Member*  
Mr. Michael Romil D. Santiago, *Member*

**Technical Working Group**

Mr. Joselito E. Rabulan, *Head*  
Mr. Ludovico B. Alba, *Member*  
Mr. Agapito C. Bragais, *Member*  
Ms. Lea Ann M. Gamban, *Member*  
Ms. Jolly Ann S. Bay, *Member*  
Ms. Ednelyn S. Cortez, *Member*  
Ms. Jeacell S. Duran, *Member*

**BAC Secretariat**

Ms. Merla D. Escobar, *Head*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Michelle B. Martinez, *Member*  
Ms. Hershey Anne V. Calope, *Adhoc Member*  
Ms. Erlinda E. Diaz, *Adhoc Member*  
Ms. Joy M. Principe, *Adhoc Member*

**Also Present**

**End User Representative**

Ms. Blanca A. Timan, *HRAD*

**Prospective Bidders**

1. Rep Royal Taipan, *Ms. Nerissa A. Francia*
2. Jodaar Cottage Industries, *Mr. Constante Lapitan*
3. Cresto Trading, *Mr. Joey Javier*

**Observers**

Philippine Printing Technical Foundation  
*Mr. Sid De Mesa, Trustee Chairperson, Domestic Networking Committee and Mr. Archie Crisologo, Secretary to Mr. Sid De Mesa*

**I. Call to Order**

- Mr. Karl Paulo S. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Supply and Delivery of Whole Grain Denorado Rice which started at exactly 10:35 A.M. The invocation and the national anthem were led by Ms. Ednelyn S. Cortez and Mr. RP P. Delos Reyes, respectively.

**II. Agenda**

1. Introduction of Participants
2. Brief Discussion of 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. Certification of Quorum

- Mr. Damian, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: *"Supply and Delivery of Whole Grain Denorado Rice"*. 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 the members present constitute a quorum to proceed.

### IV. Discussion

- Ms. Escobar 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 12 February 2019.
- 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 on 14 February 2019. However, only Representative from Philippine Printing Technical Foundation Mr. Sid De Mesa, Trustee and Chairperson, Domestic Networking Committee and his Secretary Mr. Archie Crisologo attended the said Meeting.
- Thereafter, Ms. Escobar mentioned that APO Production Unit, Inc., through its Approved Annual Procurement Plan (APP) for CY 2019 using the Reenacted Corporate Operating Budget (COB) of CY 2018 intends to apply the sum of Four Million Four Hundred Ten Thousand Pesos (**PhP 4,410,000.00**) being the Approved Budget for the Contract (ABC). She also mentioned that there were three (3) Prospective bidders today namely, (1) **Rep Royal Taipan**; (2) **Jodaar Cottage Industries**; and (3) **Cresto Trading** but have not yet purchased bidding documents.
- To provide with the background, Mr. Damian requested the End User represented by Ms. Blanca A. Timan, to briefly discuss the technical specifications of the procurement and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- The BAC instructed the BAC Secretariat to coordinate with Technical Working Group to propose a Manner of Evaluation the rice quality during the delivery to ensure that the submitted sample and quality to be delivered are the same.
- Also, Mr. Damian 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.
- Lastly, the BAC Chairperson reminded that "No Contact Policy" rule shall always be observed in accordance with Section 32 of the Revised IRR of RA 9184. Hence, members of the BAC and TWG are prohibited from making or accepting any communication with any bidder regarding evaluation of their bids until the issuance of the Notice of Award. However, the BAC through its Secretariat, may ask the bidder in writing for any updates/concern or clarification of its bid. All responses to requests for clarification shall also be in writing.

#### **V. Adjournment**

- There being no further matters to discuss, the meeting was adjourned at exactly 11:25 A.M.

**Prepared by:**


  
**MS. EDNALYN S. CORTEZ**  
*Member, BAC Secretariat*  
*Prepared on 20 February 2019*

**Noted by:**

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

**Approved by:**

  
**KARL PAULO C. DAMIAN**  
*Chairperson*

  
**JOSEFINA L. OMOL**  
*Vice Chairperson*

  
**DOMINIC F. TAJON**  
*Member*

  
**FREDERICK S. TARUN**  
*Member*

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