



Minutes of Pre-Bid Conference
SUPPLY AND DELIVERY OF IMPORTED BOOK PAPER
(CLASS – A WOOD FREE)
(PB-04-19)
20 February 2019
11:00 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*
Mr. RP P. Delos Reyes, *Member*
Ms. Michelle B. Martinez, *Member*

BAC Secretariat

Ms. Merla D. Escobar, *Head*
Ms. Ednalyn S. Cortez, *Member*
Ms. Jeacell S. Duran, *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

Mr. Joji T. Alagos, *PPC*

Prospective Bidders

1. Golden Dragon Industrial Corporation, *Ms. Coleen Palafox and Ms. Angelica Dalumpines*
2. Advance Computer Forms, *Mr. Chris Dela Cruz*

Observers

Philippine Printing Technical Foundation
Mr. Sid De Mesa and Mr. Archie Crisologo

I. Call to Order

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Supply and delivery of Imported Book Paper (Class-A Wood Free) which started at exactly 11:35 A.M. The invocation and the national anthem were led by Ms. Ednalyn 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 Imported Book Paper (Class – A Wood Free)"*. 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.
- Thereafter, Mr. Damian explained that the IB was no longer required to advertised in a newspaper as stated in Circular 08-2018 Sunset Clause under Section 21.2.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 effective 29 October 2018 *(3.2 Two (2) years after the effectivity of IRR, advertisement in a newspaper of general nationwide circulation shall no longer required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisement in a newspaper of general nationwide circulation).*
- 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 Thirteen Million Seven Hundred Thousand Pesos (**PhP 13,700,000.00**) being the Approved Budget for the Contract (ABC). She also mentioned that there were two (2) Prospective bidders today namely, (1) **Golden Dragon Industrial Corporation** and (2) **Advance Computer Forms Inc.**
- To provide with the background, Mr. Damian requested the End User represented by Mr. Mr. Joji T. Alagos, 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 Secretariat of the additional Requirements in Section VII Technical Specifications under item 12 to provide specified period covering the Issuance of Certification of Paper Testing issued by DOST (or any equivalent Testing Agency) prior on the submission and opening of bids.
- 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 12:10 P.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