



Minutes of Pre-Bid Conference
SUPPLY AND DELIVERY OF CARBONLESS PAPER (14" RW) WITH FIBER
(PB-05-19)
20 February 2019
1:30 P.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*
Ms. Lea Ann M. Gamban, *Member*
Ms. Jolly Ann S. Bay, *Member*
Mr. Agapito C. Bragais, *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. Joy M. Principe, *Ad-hoc Member*
Ms. Hershey Anne V. Calope, *Ad-hoc Member*
Ms. Erlinda E. Diaz, *Ad-hoc Member*

End User Representative

Mr. Joji T. Alagos, *PPC Quality Control Inspector*

Prospective Bidders

1. Kolonwel Trading, *Ms. Delia Silvano*
2. Advance Computer Forms, *Mr. Chris Dela Peña*
3. Metro Paper Converter Phils. Corp., *Analisa Alvarez*
4. Jodaar Cottage Industries, *Constante Lapitan*

Observers

Philippine Printing Technical Foundation (PPTF),
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 Carbonless Paper (14" RW) with Fiber (PB-05-19) which started at exactly 1:45 P.M. The invocation and the national anthem were led by Ms. Ednalyn S. Cortez and Ms. Erlinda E. Diaz, 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 Carbonless Paper (14" RW) with Fiber (PB-05-19)*". 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.

IV. Discussion

- The Head of BAC Secretariat 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, Ms. Escobar mentioned that to enhance transparency of the process, the BAC sent Letters of Invitation to act as observers to the following: (i) Commission on Audit; (ii) Philippine Printing Technical Foundation (PPTF); and (iii) Philippine Chamber of Commerce and Industry. As a result, there are two (2) observers from the Philippine Printing and Technical Foundation (PPTF) attended the said proceeding.
- Thereafter, Ms. Escobar mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of Fifteen Million Four Hundred Ten Thousand Pesos (**PhP 15,410,000.00**) being the Approved Budget for the Contract (ABC), inclusive of all expenses and applicable taxes.
- To provide the background, Mr. Damian requested the End User representative, Mr. Joji T. Alagos, *Planning, Production, and Control (PPC) Quality Control Inspector*, 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.
- Moreover, he emphasized that as stated in clause 52.4 of Special Conditions of Contract, all defective portions/parts of the paper caused by, but not limited to, improper handling, loading, and unloading, shall be replaced within seven (7) calendar days upon notice. Likewise, representative from the winning supplier shall be required to be present in all delivery schedules to ensure that defects/damages shall have immediate action.
- During the discussion of technical requirements, queries and clarifications are raised by the representative of Kolonwel Trading:
 - a. The schedule of the first delivery is slightly close to the date of submission and opening of bids.
 - b. The ABC is apparently outdated and nominal.
 - c. Required validity period of Certificate of Testing to be submitted.
- However, Advance Computer Forms confirmed that their earliest possible time to comply is thirty (30) days and forty five to sixty (45-60) days is the longest time.
- In response, 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 prior 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 2:29 P.M.

Prepared by:


MS. JEACELL S. DURAN
 BAC Secretariat
 Prepared on 21 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