



Minutes of Pre-Bid Conference
PROCUREMENT OF ONE (1) SET OF BRAND NEW
COMPUTER-TO-PLATE (CTP) SYSTEM
(PB-07-19)
20 February 2019
3:30 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*
Mr. Agapito C. Bragais, *Member*
Ms. Lea Ann M. Gamban, *Member*
Ms. Jolly Ann S. Bay, *Member*
Ms. Ednalyn 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

Mr. Jan Daryl B. Villegas, *Pre-Press*

Prospective Bidders

1. Printing Chemicals, Inc., *Mr. Ping Caisido*
2. Foremost Pre-Press Supplies, Inc., *Mr. Vince Concepcion and Mr. Louie Villegas*
3. Ideal Marketing and Manufacturing Corp.,
Ms. Rina Saludez and Mr. Arnold Tabuzo

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 Procurement of One (1) Set of Brand New Computer-to-Plate (CTP) System which started at exactly 3:35 P.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. 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. Certification of Quorum

- Mr. Damian, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Procurement of One (1) Set of Brand New Computer-to-Plate (CTP) System*". 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. Unfortunately no observer attended the said proceeding.
- 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 Eight Million Pesos (**PhP 8,000,000.00**) being the Approved Budget for the Contract (ABC). She also mentioned that there were three (3) bidders attended the said meeting and purchased the bidding documents namely, (1) **Printing Chemicals Inc.**; (2) **Foremost Pre-Press Supplies, Inc.**; and (3) **Ideal Marketing and Manufacturing Corp.**
- To provide with the background, Mr. Damian requested the End User represented by Mr. Jan Daryl B. Villegas, 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.
- Queries and Clarifications for BAC, TWG and End User to discuss
 - a) To Finalize the Calendar days in the Delivery for Section VI Schedule of Requirements
 - b) Clarification with the Delivery Period whether Installation is included
 - c) Clarification in Section VII Technical Specifications with the terms "branded"
 - d) Specify the Intensive training needed by APO Personnel to be provided by the Supplier at their own expense, number of hours coverage and conduct training not limited to the location (whether locally or abroad)
 - e) Reiteration **For Goods Offered from Abroad** in page 75 not to leave anything blank
- Afterwards, Mr. Damian stated that BAC will issue the corresponding supplemental/bid bulletin to respond to all changes and clarifications during the pre-bid conference and to be posted in PhilGEPS, APO Website and in Conspicuous Place
- Additionally, the End User assisted all Bidders in the Pre-Press Area for plant inspection to ascertain the layout plan, considering the available space and working setup
- 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 4:13 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