



Minutes of Pre-Bid Conference

REBIDDING OF LEASE OF VARIOUS PAPER PRINTING MACHINES, IN-LINE
DIGITAL NUMBERING AND BAR CODING AND FINISHING EQUIPMENT WITH
OPERATIONAL AND TECHNICAL SUPPORT SYSTEM

(PB-02-19-A)

1 March 2019

2:30 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*

End User Representative

Mr. Arthur V. Velasco, *Press Foreman*

Prospective Bidder

Trojan Computer Forms, Ms. Ghela Marie Sikat

I. Call to Order

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Rebidding of Lease of Various Paper Printing Machines, In-line Digital Numbering and Bar Coding and Finishing Equipment with Operational and Technical Support System which started at exactly 4:10 P.M. The invocation and the national anthem were led by Ms. Michelle B. Martinez and Mr. Ednalyn S. Cortez, respectively.

II. Agenda

1. Introduction of Participants
2. 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: *"Rebidding of Lease of Various Paper Printing Machines, In-line Digital Numbering and Bar Coding and Finishing Equipment with Operational and Technical Support 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 21 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 22 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 Eighteen Million Pesos (**PhP 18,000,000.00**) being the Approved Budget for the Contract (ABC).
- Also, she introduced the present prospective bidder Ms. Ghela Marie Sikat of **Trojan Computer Forms** who bought the bidding documents on 27 February 2019.
- To briefly provide the background, Mr. Damian requested the End User Representative Mr. Arthur V. Velasco, to discuss the technical specifications and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents. Thereafter, the BAC instructed the TWG and the End User to discuss thoroughly the amendments or clarifications raised during the meeting (*Please see Annex "A"*). 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.
- 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, after the Submission and Opening of the Bids, the 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.

IV. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 4:55 P.M.

Prepared by:



MS. EDNALYN S. CORTEZ
Member, BAC Secretariat

Noted by:



MS. MERLA D. ESCOBAR
Head, BAC Secretariat

Approved by the Bids and Awards Committee:



KARL PAULO C. DAMIAN
Chairperson



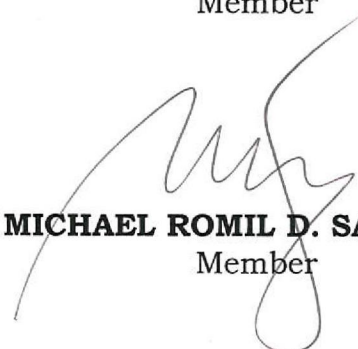
JOSEFINA L. OMOL
Vice Chairperson



DOMINIC F. TAJON
Member

(on Official Travel)

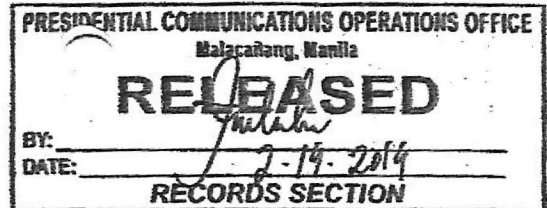
FREDERICK S. TARUN
Member



MICHAEL ROMIL D. SANTIAGO
Member



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila



FOREIGN TRAVEL ORDER NO. 059
Series of 2019


The travel to Guangzhou, China from March 03-06, 2019 of the following APO Production Unit, Inc, employees to participate in the Printing South China 2019 is hereby approved, pursuant to the provisions of Executive Order No. 459.s 2005.

- | | |
|--------------------------------|----------------------------------|
| 1. Mr. FREDERICK TARUN | - Acting Production Manager |
| 2. Mr. JOSELITO RABULAN | - Press Foreman |
| 3. Mr. ALLAN SANTOS | - Security Printing Unit Foreman |
| 4. Mr. DARYLL VILLEGAS | - Graphic Artist |

They shall be entitled to round trip economy airfare, pre-travel and incidental expenses based on the prevailing UNDP rates as prescribed in Executive Order No. 298, series of 2004, chargeable against the funds of APO Production Unit Inc., subject to the availability thereof and to the usual accounting, budgeting and auditing requirements.

In compliance with the directive of the Executive Secretary to all government officials and personnel as per his Memorandum dated 03 January 2018, they shall submit full travel liquidation, a brief statement explaining how their official trip complies with their mandate, and a comprehensive report on their official travel to the head of agency within fifteen days (15), copy furnished the undersigned, after their return to official station.

It is understood that in their absence, the operations of their office shall not be affected, and that there are no pending administrative cases filed against them as of the issuance of the Travel Order.


GEORGE A. APACIBLE
Undersecretary for Good Governance
GOCCs, Administration and Finance

Manila, Philippines
15 February 2019



		FROM	TO							
PAGE	PARTICULARS	ORIGINAL PROVISION	AMENDED PROVISION							
65	Schedule of Requirements, Section VI.	Rental/Lease Period of the Machines and Equipment shall be for <i>8 April 2019 to 7 April 2020 or for a period of one (1) year</i>	Lease Period of the Machines and Equipment shall be for <u>a period of one (1) year</u>							
65	Schedule of Requirements, Section VI.	Availability Date (Machines and Equipment) The Lease Contract effectivity shall be the date provided for in the Notice to Proceed (NTP) or on 8 April 2019.	Availability Date (Machines and Equipment) The Lease Contract effectivity shall be the date provided for in the Notice to Proceed (NTP) or on <u>or before</u> 8 April 2019.							
68-71	Technical Specifications, Section VII.	<table><tr><th>Item No.</th><th>Description</th><th>Statement of Compliance</th><th>Evidence of Compliance</th></tr></table>	Item No.	Description	Statement of Compliance	Evidence of Compliance	<table><tr><th>Item No.</th><th>Description</th><th>Statement of Compliance</th></tr></table> Note: Evidence of Compliance to be deleted	Item No.	Description	Statement of Compliance
Item No.	Description	Statement of Compliance	Evidence of Compliance							
Item No.	Description	Statement of Compliance								
71	Technical Specifications, Section VII, Item II. Term	The rental/lease period shall be effective from the acceptance of Notice to Proceed until the period one (1) year or from 8 April 2019 to 7 April 2020, (the "Term"). In case of delays as a result of force majeure, labor unrest, civil disturbance and similar causes, the Term shall be extended by the Parties for such period of time that the work has been suspended (the "Extension"). The Extension shall commence from the cessation of the force majeure, labor unrest, civil disturbance and similar causes.	To be deleted							
72	Technical Specifications, Section VII, Item IV.1 Obligations of APO (Lessee)	1. APO shall be responsible to supply all necessary production supplies, such as but not limited to the following: (i) paper, (ii) plates, (iii) special inks, (iv) numbering inks and (v) other materials required.	1. APO shall be responsible to supply all necessary production supplies, such as but not limited to the following: (i) paper, (ii) plates, (iii) special inks, (iv) numbering inks and (v) other materials required, <u>such as but not limited to the following: Perforating Blade, Film Outout and Splicing Tape.</u>							