



**Minutes of Pre-Bid Conference**

**LEASE OF VARIOUS PRINTING MACHINE/S AND FINISHING EQUIPMENT  
WITH TECHNICAL AND OPERATIONAL SUPPORT SYSTEM  
(LOT 1 FOR LUZON AREA AND LOT 2 FOR MINDANAO AREA)**

(PB-08-19)  
1 March 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. 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**

Ivory Printing & Publishing House, Mr. Neil Saldivar

**I. Call to Order**

- Ms. Josefina L. Omol as Vice Chairperson of the Bids and Awards Committee presided over the Pre-Bid Conference for the Lease of Various Printing Machine/s and Finishing Equipment with Technical and Operational Support System (Lot 1 for Luzon Area and Lot 2 for Mindanao Area) which started at exactly 10:40 A.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

- Ms. Omol, as Vice Chairperson of the Bids and Awards Committee, called the Pre-bid Conference to order for the abovementioned project, entitled: *“Lease of Various Printing Machine/s and Finishing Equipment with Technical and Operational Support System (Lot 1 for Luzon Area and Lot 2 for Mindanao Area)”*. Thereafter, she 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 Forty Five Million Pesos (**PhP 45,000,000.00**) being the Approved Budget for the Contract (ABC).

Lot No.	Description	Qty.	Total ABC P (VAT Inclusive)	Cost/Price of Bid Documents
1	<i>Lease of Various Printing Machine/s and Finishing Equipment with Technical and Operational Support System</i> <b>LUZON AREA</b>	1 Lot	30,000,000.00	25,000.00
2	<i>Lease of Various Printing Machine/s and Finishing Equipment with Technical and Operational Support System</i> <b>MINDANAO AREA</b>	1 Lot	15,000,000.00	
<b>Total ABC</b>			<b>45,000,000.00</b>	<b>25,000.00</b>

- Also, she introduced the present prospective bidder Mr. Neil L. Saldivar of **Ivory Printing & Publishing House** who bought the bidding documents on 26 February 2019.
- To briefly provide the background, Ms. Omol 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, Ms. Omol 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 Vice Chairperson of the BAC 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 11:10 A.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

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE Malacañang, Manila	
<b>RELEASED</b>	
BY: _____	DATE: <u>2-19-2019</u>
RECORDS SECTION	

**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. <b>Mr. FREDERICK TARUN</b>  | - Acting Production Manager      |
| 2. <b>Mr. JOSELITO RABULAN</b> | - Press Foreman                  |
| 3. <b>Mr. ALLAN SANTOS</b>     | - Security Printing Unit Foreman |
| 4. <b>Mr. DARYLL VILLEGAS</b>  | - 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

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE Malacañang, Manila	
<b>CERTIFIED TRUE COPY</b>	
BY: _____	DATE: <u>2-19-2019</u>
RECORDS SECTION	



		FROM	TO
PAGE	PARTICULARS	ORIGINAL PROVISION	AMENDED PROVISION
66	Schedule of Requirements, Section VI. Lot 1 Luzon Area and Lot 2 Mindanao Area	<b>Rental/Lease Period of the Machines and Equipment shall be for</b> <i>01 April 2019 to 31 March 2020</i>	Lease Period of the Machines and Equipment shall be for <u>a period of one (1) year</u>
66	Schedule of Requirements, Section VI. Lot 1 Luzon Area and Lot 2 Mindanao Area	<b>Availability Date (Machines and Equipment)</b>  The Lease Contract effectivity shall be the date provided for in the Notice to Proceed (NTP) or on 01 April 2019.	<b>Availability Date (Machines and Equipment)</b>  The Lease Contract effectivity shall be the date provided for in the Notice to Proceed (NTP) or on <u>or before</u> 01 April 2019.
74	Technical Specifications, Section VII, Item III.5 Obligations of the Lessor	5. The Lessor shall provide <u>designated area of at least 100 sq.m.</u> enclosed, secured with "padlock" and will be for exclusive use of APO for safekeeping and storage of papers and all other raw materials, spoilages/wastages, used plates, excess materials, scraps, trimmings, reject goods, etc. The padlocks shall be provided by APO.	5. The Lessor shall provide <u>sufficient designated area</u> enclosed, secured with "padlock" and will be for exclusive use of APO for safekeeping and storage of papers and all other raw materials, spoilages/wastages, used plates, excess materials, scraps, trimmings, reject goods, etc. The padlocks shall be provided by APO.
74	Technical Specifications, Section VII, Item IV.a Obligations of APO (Lessee)	a. 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.	a. 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 Output and Splicing Tape.</u>
75	Technical Specifications, Section VII, Item II. Term	The rental/lease period shall be effective from the acceptance of Notice to Proceed until the period of one (1) year or from 01 April 2019 to 31 March 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.	<b>To be deleted</b>