



Minutes of Pre-Bid Conference
LEASE OF VARIOUS PRINTING MACHINES AND EQUIPMENT WITH OPERATIONAL
AND TECHNICAL SUPPORT SYSTEM

(PB-09-19)
20 March 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*

BAC Secretariat

Ms. Merla D. Escobar, *Head*
Mr. RP P. Delos Reyes, *Member*
Ms. Michelle B. Martinez, *Member*
Ms. Joy M. Principe, *Ad-hoc Member*
Ms. Erlinda E. Diaz, *Ad-hoc Member*

Technical Working Group

Mr. Joselito E. Rabulan, *Head*
Ms. Evangeline R. Zoleta, *Member*
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*

End User Representative

Ms. Mina M. Pinuela, *Security Printing Unit Representative*
Mr. Francisco C. Lagrada, *Security Printing Unit Representative*

I. Call to Order

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Lease of Various Printing Machines and Equipment with Operational and Technical Support System (PB-09-19) which started at exactly 2:00 P.M. The invocation and the national anthem were led by Ms. Jeacell S. Duran 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: "*Lease of Various Printing Machines and Equipment with Operational and Technical Support System (PB-09-19)*". 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 March 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. However, no observer attended the said conference.
- Thereafter, Ms. Escobar mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of One Million Nine Hundred Seventy Five Thousand Pesos (**PhP 1,975,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. Damian requested the End User representative, Ms. Mina M. Pinuela of *Security Printing Unit*, 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.
- The following concerns are raised during the discussion:
 1. The project should indicate that the location of the Lease of Machines is within the Davao Region/Area.
 2. The Terms and Conditions of the Contract, particularly the Obligations of both the Lessor and Lessee, should be thoroughly discussed and reviewed by the TWG together with the End-User to assess whether the obligations are applicable on the said location.
- By this reason, 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 2:38 P.M.

Prepared by:



MS. MICHELLE B. MARTINEZ
BAC Secretariat

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