



**Minutes of Pre-Bid Conference**

**PROCUREMENT OF MONO (BLACK) CUT SHEET DIGITAL PRODUCTION PRESS WITH  
SECURITY NUMBERING APPLICATION SOFTWARE**

(PB-10-19)

10 April 2019

1:30 P.M.

**BAC Members**

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**

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*

**BAC Secretariat**

Ms. Merla D. Escobar, *Head*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Michelle B. Martinez, *Member*

**End User Representative**

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

**Prospective Bidder**

Mr. Anthony Padayhag, *Canon Phils.*

**I. Call to Order**

- Ms. Josefina L. Omol as BAC Vice Chairperson presided over the Pre-Bid Conference for the Procurement of Mono (Black) Cut Sheet Digital Production Press with Security Numbering Application Software (PB-10-19) which started at exactly 1:45 P.M. The invocation and the national anthem were led by Ms. Jeacell S. Duran and Ms. Ednalyn S. Cortez, 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**

- Ms. Omol, as BAC Vice Chairperson, called the Pre-Bid Conference to order for the abovementioned project, entitled: "*Procurement of Mono (Black) Cut Sheet Digital Production Press with Security Numbering Application Software (PB-10-19)*". 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.

**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 2 April 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 Four Million One Hundred Thousand Pesos (**PhP 4,100,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Ms. Omol requested the End User representative, Mr. Jan Daryl Villegas of *Pre-Press Department*, 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 were raised during the discussion:
  1. The project should indicate that the machine to be procured shall be delivered to **APO Production Unit, Inc. PIA Bldg., Visayas Ave., Barangay Vasra, Diliman, Quezon City** under Special Conditions of Contract, Section V, 1.1(k). GCC Clause.
  2. To amend Fifteen percent (15%) *down payment* to an **advance payment** under Special Conditions of Contract, Section V, 10.2. GCC Clause.
- By this reason, Ms. Omol 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 Vice 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 3:08 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



**FREDERICK S. TARUN**  
Member



**DOMINIC F. TAJON**  
Member



**MICHAEL ROMIL D. SANTIAGO**  
Member



## BIDS AND AWARDS COMMITTEE (BAC)

### Pre Bid Conference

Procurement of Mono (Black) Cut Sheet Digital Production Press with Security Numbering Application Software  
(PB-10-19)

10 April 2019, 1:30 P.M.

### ATTENDANCE SHEET

#### BAC MEMBERS:

Mr. Karl Paulo C. Damian BAC Chairperson

Ms. Josefina L. Omol Vice Chairperson

Mr. Dominic F. Tajon Member

Mr. Frederick S. Tarun Member

Mr. Michael Romil D. Santiago Member

#### END-USER:

Mr. Jan Daryl B. Villegas Pre-Press

#### BAC TECHNICAL WORKING GROUP:

Mr. Joselito E. Rabulan Head

Ms. Evangeline R. Zoleta Member

Mr. Ludovico B. Alba Member

Mr. Agapito C. Bragais Jr. Member

Ms. Lea Ann M. Gamban Member

Ms. Jolly Ann S. Bay Member

Ms. Ednelyn 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. Erlinda E. Diaz Ad-hoc Member

Ms. Joy M. Principe Ad-hoc Member

#### OBSERVERS:

Commission on Audit Representative

1. \_\_\_\_\_

2. \_\_\_\_\_

Philippine Printing Technical Foundation Representative

1. \_\_\_\_\_

2. \_\_\_\_\_

Phil. Chamber of Commerce and Industry Representative

1. \_\_\_\_\_

2. \_\_\_\_\_









































