



Minutes of Pre-Bid Conference
SUPPLY AND DELIVERY OF ONE (1) LOT BOOK PAPER
(IMPORTED CLASS A-WOODFREE)
(PB-12-19)
15 May 2019
1:30 P.M.

BAC Members

Mr. Karl Paulo C. Damian, *Chairperson*
Ms. Josefina L. Omol, *Vice Chairperson*
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. Michelle B. Martinez, *Member*

BAC Secretariat

Ms. Merla D. Escobar, *Head*
Ms. Jeacell S. Duran, *Member*
Ms. Ednalyn S. Cortez, *Member*
Ms. Joy M. Principe, *Ad-hoc Member*
Ms. Erlinda E. Diaz, *Ad-hoc Member*

End User Representative

Ms. Cristina Orense, *PPC Representative*

I. Call to Order

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Supply and Delivery of One (1) Lot Book Paper (Imported Class A-Woodfree) (PB-12-19) which started at exactly 2:30 P.M. The invocation and national anthem were led by Ms. Joy M. Principe and Ms. Erlinda E. Diaz, 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: "*Supply and Delivery of One (1) Lot Book Paper (Imported Class A-Woodfree) (PB-12-19)*". 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 7 May 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 Seven Hundred Eighty Five Thousand Pesos (**PhP 1,785,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. Damian requested the End User representative, Ms. Cristina Orense of *Production, Planning, and Control 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.
- During the discussion, the following concerns are raised which are subject to Supplemental/Bid Bulletin:
 1. Amendment on the Schedule of Requirements under Section VI:
 - 1.1 Amendment on the quantity and sizes
 - 1.2 Changes on the Schedule of delivery from afternoon to morning and delivery dates shall be compressed into two (2) periods, removing the third delivery date mentioned.
 - 1.3 The inclusion of provision which mandates the supplier to notify the APO, in cases of delay in delivery, the reasons of the occurrence as well as the alternative date of the delivery as remedy on the said delay.
 2. Inclusion and amendment of the following in Technical Specification under Section VII:
 - 2.1 Additional Clause stating the compliance of the supplier in terms of packaging particularly on the Wooden Pallet used which should have completed the termite and pest control treatment process. Indication of compliance shall be in any form such as but not limited to certifications, clearances, stickers, etc.
 - 2.2 Clause "Item 12" (*Representative from the supplier should be present during actual delivery and unloading of goods.*) shall be deleted.
 3. There are amendment on the following clauses under General Conditions of the Contract:
 - 3.1 GCC Clause 19, Liquidated Damages
 - 3.2 GCC Clause 23, Termination for Default
 - 3.3 GCC Clause 23.2
- 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 2:54 P.M.

Prepared by:


MS. JEACELL S. DURAN
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