



**Minutes of Pre-Bid Conference**  
**SUPPLY AND DELIVERY OF ONE (1) LOT COLORED CARBONLES PAPER**  
(PB-11-19)  
8 May 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*

**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*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Michelle B. Martinez, *Member*

**BAC Secretariat**

Ms. Ednelyn S. Cortez, *Member*  
Ms. Jeacell S. Duran, *Member*  
Ms. Erlinda E. Diaz, *Ad-hoc Member*  
Ms. Joy M. Principe, *Ad-hoc Member*

**Also Present**

**End User Representative**

Ms. Cristina D. Orense, *PPC*

**Prospective Bidder**

Ms. Angelica Dalumpines, *Young's Paper*

**Observer**

Mr. Sid De Mesa, *Trustee and Chairperson*  
*Philippine Printing Technical Foundation*

**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 Colored Carbonless Paper (PB-11-19) which started at exactly 1:35 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: *"Supply and Delivery of One (1) Lot Colored Carbonless Paper (PB-11-19)"*. Thereafter, he requested Ms. Edna Cortez, Member 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. Cortez confirmed that the members present constitute a quorum.

#### IV. Discussion

- Ms. Cortez 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 30 April 2019.
- Further, Ms. Cortez 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, only the Representative from Philippine Printing Technical Foundation (PPTF) had attended the said Meeting.
- Thereafter, Ms. Cortez mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of Eight Million Pesos (**PhP 8,000,000.00**) 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.
- The following are the concerns raised during the discussion and will issue corresponding supplemental/bid bulletin
  1. Special Conditions of Contract. GCC Clause 10.2 from Payment shall be made fifty percent (50%) upon delivery, and submission of Delivery Receipt/Sales Invoices by the Supplier and all other required documents based on existing accounting and auditing laws, rules and regulations; and the remaining fifty percent (50%) is payable thirty (30) calendar days thereafter *to amend as Payment shall be made fifty percent (50%) **upon delivery of goods based on the quantity indicated in the Section VI. Schedule of Requirements, properly inspected and accepted** and submission of Delivery Receipt/Sales Invoices by the Supplier and all other required documents based on existing accounting and auditing laws, rules and regulations; and the remaining fifty percent (50%) is payable thirty (30) calendar days thereafter.*
  2. Schedule of Requirements Section VI. To change the 3<sup>rd</sup> Delivery Date from 20 July 2019 to **17 August 2019**. Additionally, to include *note in case of the delay in the delivery schedule, the supplier shall notify the Bids and Awards Committee in writing stating the reasons and the alternative date of the delivery. Notification shall be submitted upon the issuance of the Notice of Awards for the initial delivery schedule and at least two (2) weeks for the succeeding delivery schedules.*
  3. Revision to Section IV. General Conditions of the Contract as ANNEX "I" of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 in pursuant to the Government Procurement Policy Board Resolution No. 07-2019 issued dated March 2019.
- 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 2:10 P.M.

**Prepared by:**

**Noted by:**



**MS. EDNALYN S. CORTEZ**  
*BAC Secretariat*



**MS. MERLA D. ESCOBAR**  
*Head, BAC Secretariat*

**Approved by:**



**KARL PAULO C. DAMIAN**  
Chairperson



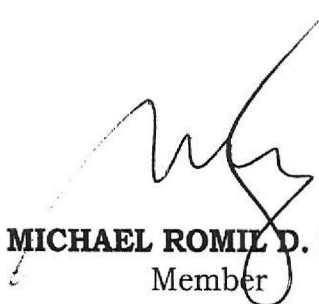
**JOSEFINA L. OMOL**  
Vice Chairperson



**DOMINIC F. TAJON**  
Member



**FREDERICK S. TARUN**  
Member



**MICHAEL ROMIL D. SANTIAGO**  
Member