



**Minutes of Pre-Bid Conference**  
**REBIDDING OF LEASE OF VARIOUS PRINTING MACHINES AND**  
**EQUIPMENT WITH OPERATIONAL AND TECHNICAL SUPPORT SYSTEM (DAVAO**  
**AREA) (PB-09-19-A)**  
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*

**BAC Secretariat**

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*  
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*

**Observer**

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

**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 (Davao Area) (PB-09-19-A) which started at exactly 2:35 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: "*Lease of Various Printing Machines and Equipment with Operational and Technical Support System (Davao Area) (PB-09-19-A)*". Thereafter, he requested the 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. Ednalyn S. Cortez, Member of the BAC Secretariat, confirmed that the members present constitute a quorum.

#### IV. Discussion

- The Member 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 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 Representative from Philippine Printing Technical Foundation Mr. Sid De Mesa, Trustee and Chairperson attended the said Meeting.
- Thereafter, Ms. Cortez mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of One Million Six Hundred Pesos (**PhP 1,600,000.00**) 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. Mr. Damian reminded that pursuant to GPPB Resolution No. 30-2016, the period to undertake the conduct of re-bidding.
  2. There are amendment on GCC Clause 23 Termination for Default, Clause no. 23.1 (a), (b), and (c) and clause nos. 23.1 to 23.5 and 19 Liquidated Damage under Section IV of General Conditions of the Contract.
- By this reason, the corresponding supplemental/bid bulletin will be issued 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 2:55 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*

*Prepared on 9 May 2019*