



**Minutes of Pre-Bid Conference**

**LEASE OF VARIOUS SECURITY PRINTING MACHINES AND EQUIPMENT WITH HIGH  
LEVEL SECURITY SYSTEM SOFTWARE APPLICATION AND TECHNICAL AND  
OPERATIONAL SUPPORT SYSTEM**

(PB-14-19)  
6 June 2019  
1:30 P.M.

**BAC Members**

Ms. Josefina L. Omol, *Vice Chairperson*  
Mr. Dominic F. Tajon, *Member*  
Mr. Michael Romil D. Santiago, *Member*  
Atty. Ramon L. Matibag, *Member*

**Technical Working Group**

Mr. Joselito E. Rabulan, *Head*  
Ms. Evangeline R. Zoleta, *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*  
Ms. Erlinda E. Diaz, *Ad-hoc Member*  
Ms. Joy M. Principe, *Ad-hoc Member*

**Also Present**

**End User Representative**

Mr. Arthur R. Velasco, *Press Foreman*

**Prospective Bidder**

Ms. Naty Trinos, *Tone Guide Press, Inc.*

**I. Call to Order**

- Ms. Josefina L. Omol as BAC Vice Chairperson presided over the Pre-Bid Conference for the Lease of Various Security Printing Machines and Equipment with High Level Security System Software Application and Technical and Operational Support System which started at exactly 1:40 P.M. The invocation and the national anthem were led by Ms. Erlinda E. Diaz 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: *"Lease of Various Security Printing Machines and Equipment with High Level Security System Software Application and Technical and Operational Support System (PB-14-19)"*. Thereafter, she requested Ms. Merla Escobar, 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. Escobar confirmed that the members present constitute a quorum.

#### IV. Discussion

- Ms. Escobar 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 29 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 Twenty Million Pesos (**PhP 20,000,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Ms. Omol requested the End User representative, Mr. Arthur Velasco 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.
- 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 2:35 P.M.

Prepared by:


  
**MS. MICHELLE B. MARTINEZ**  
BAC Secretariat  
Prepared on 6 June 2019

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 D. SANTIAGO**  
Member

  
**RAMON L. MATIBAG**  
Member