



### **Minutes of Pre-Bid Conference**

#### **REBIDDING OF SUPPLY AND DELIVERY OF ONE (1) LOT BOOK PAPER (IMPORTED CLASS A-WOODFREE)**

(PB-12-19-A)

10 July 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*  
Mr. Ramon L. Matibag, *Member*

#### **BAC Secretariat**

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

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

#### **End User Representative**

Ms. Mina Pinuela, *Security Printing Unit*

### **I. Call to Order**

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Rebidding of Supply and Delivery of One (1) Lot Book Paper (Imported Class A-Woodfree) (PB-12-19-A) which started at exactly 1:54 P.M. The invocation and national anthem were led by Ms. Ednalyn S. Cortez and Ms. Jeacell S. Duran, 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: "*Rebidding of Supply and Delivery of One (1) Lot Book Paper (Imported Class A-Woodfree) (PB-12-19-A)*". 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 1 July 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. Mina 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. After the brief discussion, Mr. Damian 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 before 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 3:00 P.M.

**Prepared by:**

  
**MS. JEACELL S. DURAN**  
BAC Secretariat

**Noted by:**

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

**Approved by the Bids and Awards Committee:**

  
**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