



**Minutes of Pre-Bid Conference**  
**PROCUREMENT OF BRAND NEW TWO (2) UNITS OF SINGLE-HEAD WIRE**  
**STITCHING MACHINE (THROUGH LEASE AGREEMENT) (PB-16-19)**  
26 June 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*

**End User Representative**

Mr. John Allan Santos, *SPD Representative*

**Prospective Bidder**

Mr. Vince Concepcion, *Foremost Pre-Press Supplies, Inc.*

**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*

**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*

**I. Call to Order**

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Procurement of Brand New Two (2) Units of Single-Head Wire Stitching Machine (Through Lease Agreement) (PB-16-19) which started at exactly 3:05 P.M. The invocation and the national anthem were led by Ms. Ednalyn S. Cortez 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: "Procurement of Brand New Two (2) Units of Single-Head Wire Stitching Machine (Through Lease Agreement) (PB-16-19)".

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

- As background, 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 18 June 2019.
- Further, she 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. Unfortunately no observer attended the said proceeding.
- Thereafter, Ms. Escobar mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of Four Million Five Hundred Pesos (**PhP 4,500,000.00**) being the Approved Budget for the Contract (ABC) for the said project.
- For the discussion of all the requirements, Mr. Damian requested the End User representative, Mr. John Allan Santos *of Security Printing 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.
- Matters arising from the discussion:
  - a) Determine the main purpose of the request, whether it is Procurement or Rental.
  - b) Clarification in Section VII Technical Specifications (Other Requirements), letter (g), from Must provide training for APO stitching operators into ***Must provide machine preparation and instruction training to at least four (4) APO Stitching Operators*** and letter (h), from Must have quick response time at a maximum of 2 hours from notice in case of a need of an immediate repair into ***Must have an immediate response within the day from notice of urgent repairs and maintenance.***
  - c) Clarification in Section VIII Bidding Forms (Page 88), Checklist of Documents Comprising the Bid. I. Technical Components (Envelope 1), from Eligibility Requirements for the Lease of Machines and Equipment into ***Eligibility Requirements for the Procurement of Goods***
  - d) During Post-Qualification Process, supplier must submit a sample output of testing of the machine.
- Afterwards, Mr. Damian stated that BAC will issue the corresponding supplemental/bid bulletin to respond to all changes and clarifications during the pre-bid conference and to be posted in PhilGEPS, APO Website and in Conspicuous Place.
- 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 3:55 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 D. SANTIAGO**  
Member



**RAMON L. MATIBAG**  
Member

*Prepared on 1 July 2019*