



**Minutes of Pre-Bid Conference**

Supply and Delivery of One (1) Lot Book Paper (Imported Class A-Woodfree) (PB-19-19)  
30 August 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*  
Atty. Ramon Antonio 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, *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**

Mr. Eric Manalo, *PPC Representative*

**I. Call to Order**

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Procurement of Supply and Delivery of One (1) Lot Book Paper (Imported Class A-Woodfree) (PB-19-19) which started at exactly 2:05 P.M. The invocation and the national anthem were led by Ms. Michelle B. Martinez 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 Book Paper (Imported Class A-Woodfree) (PB-19-19)*". 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 22 August 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 Two Million Three Hundred Fifty Thousand Pesos (**PhP 2,350,000.00**) 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. Eric Manalo of *Production Planning and Control* 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 Chairperson reminded that "No Contact Policy" rule shall always be observed in accordance with Section 32 of the Revised IRR of RA 9184. Hence for the packaging during actual delivery, 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 2:25 P.M.

**Prepared by:**



**MS. EDNALYN S. CORTEZ**  
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

(On Official Travel)

**MICHAEL D. SANTIAGO**  
Member

(On Official Travel)

**RAMON L. MATIBAG**  
Member