



Minutes of Pre-Bid Conference
REBIDDING OF THE PROCUREMENT OF ONE (1) SET OF BRAND NEW CUT
SHEET COLOR DIGITAL PRODUCTION PRESS
(PB-20-19-A)
30 October 2019
10:00 A.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*

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*
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. Joy M. Principe, *Ad-hoc Member*
Ms. Erlinda E. Diaz, *Ad-hoc Member*

End User Representative

Mr. Jan Daryl B. Villegas, *Pre-Press Department Representative*

Prospective Bidders

1. Canon Marketing (Philippines), Inc.
represented by Mr. Anthony Padayhag

I. Call to Order

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Rebidding of the Procurement of One (1) Set of Brand New Cut Sheet Color Digital Production Press (PB-20-19-A) which started at exactly 10:30 A.M. The invocation and 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: "*Rebidding of the Procurement of One (1) Set of Brand New Cut Sheet Color Digital Production Press (PB-20-19-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 22 October 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, she mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of Three Million Four Hundred Thousand Pesos (**PhP 3,400,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. Damian requested the End User representative, Mr. Jan Daryl B. Villegas of Pre-Press 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.
- During the discussion, the following concerns are raised which are subject to the issuance of Supplemental/Bid Bulletin:
 1. In Clause 10.2 of the General Condition of the Contract (GCC) in relation to corresponding changes in the Special Condition of Contract (SCC):
 - 1.1 The term “down payment” shall be replaced by “partial payment”
 - 1.2 The last paragraph of the same clause shall be amended by adding the following: “Completion of the training as requirement prior to the payment of APO equivalent to fifty percent (50%) to the winning bidder.”
 2. In Section VII. Technical Specifications, additional provisions pertaining to Training, Warranty, Technical Support, and Price list shall be added.
- As a result thereto, Mr. Damian mentioned that BAC will issue the corresponding supplemental/bid bulletin to reflect the changes and/or clarifications made during the pre-bid conference.

V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 11:08 A.M.

Prepared by:

Sgd.
MS. MICHELLE B. MARTINEZ
BAC Secretariat

Noted by:

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

Approved by the Bids and Awards Committee:

Sgd.
KARL PAULO C. DAMIAN
Chairperson

Sgd.
JOSEFINA L. OMOL
Vice Chairperson

Sgd.
DOMINIC F. TAJON
Member

Sgd.
FREDERICK S. TARUN
Member

Sgd.
MICHAEL D. SANTIAGO
Member

Sgd.
RAMON L. MATIBAG
Member