



**Minutes of Pre-Bid Conference**  
**PROCUREMENT OF SUPPLY AND DELIVERY OF ONE (1) LOT COLORED**  
**CARBONLESS PAPER WITHOUT FIBER**  
(PB-01-20)  
19 February 2020  
1:30 P.M.

**BAC Members**

Mr. Leonardo G. De Jesus, *Chairperson*  
Mr. Dominic F. Tajon, *Vice Chairperson*  
Atty. Ramon L. Matibag, *Member*  
Engr. Percival J. De Castro, *Member*  
Mr. Agapito C. Bragais, Jr., *Member*

**Technical Working Group**

Engr. Michael Licup, *Head*  
Ms. Ma. Merla D. Escobar, *Member*  
Mr. Ludovico B. Alba, *Member*  
Ms. Ana Marie B. Oliva, *Member*  
Ms. Jolly Ann S. Bay, *Member*  
Ms. Ednalyn S. Cortez, *Member*  
Ms. Ma. Theresa Ronquillo, *Member*  
Mr. Scott Price Atayde, *Member*  
Ms. Michelle B. Martinez, *Member*  
Mr. RP P. Delos Reyes, *Member*

**BAC Secretariat**

Ms. Lea Ann M. Gamban, *Head*  
Ms. Jeacell S. Duran, *Member*  
Ms. Mylah Domingo, *Member*  
Ms. Joy M. Principe, *Ad-hoc Member*

**End User Representative**

Ms. Ma. Cristina Orense, *Production, Planning, and Control Head*

**Prospective Bidders**

- 1. Asia Prime Commodities**  
*represented by Ms. Lhen Villanueva and Ms. Glenda Cabanus*
- 2. Kolonwel Trading** *represented by Ms. Delia Silvano and Mr. Constante Lapitan*
- 3. Nation Paper Products**, *represented by Mr. Joseph Tan*
- 4. Triplex Enterprises**, *represented by Mr. Victor Chan*
- 5. Niclao Trading**, *represented by Ms. Aiza Garcia*
- 6. Metro Paper Converter Phils. Corp.**, *represented by Ms. Analiza Alvarez*

**Bidder**

- 1. Embu Integrated and Trading Corp.**  
*represented by Mr. Winston Uy*

**I. Call to Order**

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Procurement of Supply and Delivery of One (1) Lot Colored Carbonless Paper without Fiber (PB-01-20) which started at exactly 1:45 P.M. The invocation and national anthem were led by Ms. Ednalyn S. Cortez and Ms. Joy M. Principe, 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. De Jesus, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Procurement of Supply and Delivery of One (1) Lot of Colored Carbonless Paper without Fiber (PB-01-20)*". 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. Lea Ann M. Gamban, 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 11 February 2020.
- Further, Ms. Gamban 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 Twenty Million Six Hundred One Thousand Pesos (**PhP 20,601,000.00**) being the Approved Budget for the Contract (ABC).
- She likewise mentioned the BAC issued Supplemental Bid Bulletin No. 1 amending a particular provision on the Bidding Documents. And for the record, **Embu Integrated and Trading Corp.** was the only bidder purchased such documents on 14 February 2020 prior the Pre-Bid Conference.
- To provide the background, Mr. De Jesus requested the End User representative, Ms. Ma. Cristina Orense of Production, Planning, and Control (PPC) 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 or clarifications were made as follows:
  1. Upon delivery of paper, in any case there would be an excess or under in the quantity/weight of the paper, such will be treated as complete delivery provided that it is within the allowable five per centum (5%) of the total original contract price.
  2. The bidders shall be required to specify the unit price for each item which shall be included in the bid proposal upon Submission and Opening of Bids.
  3. Due to the urgency of need of the required papers, there will be no any extension or adjustment as to the date of each delivery as explained by the BAC Chairperson and the End-User.
  4. The BAC shall issue a Supplemental Bid Bulletin No. 2 to cover the following amendment on the Bidding Documents:
    - 4.1 Under Section III Bid Data Sheet, ITB Clause 5.4, for this purpose, similar contracts shall refer to "Supply and Delivery of Carbonless Paper" and shall not be limited only to Carbonless Paper without Fiber.
    - 4.2 Under Section VI Schedule of Requirements, the delivery place for this project shall be amended from PIA Building, Visayas Avenue, Quezon City to APO Ware House, Tandang Sora, Quezon City.
    - 4.3 Under Section VII Technical Specifications, Item No. 2: Substance (GSM), the "CF 50-52" shall be omitted from the requirement.

5. Under Section VI Technical Specifications of the Bidding Documents, the submission of sample simultaneous to their bids and the validity of the required Certificate of Sample Testing issued by Department of Science and Technology ("DOST") (or any equivalent Testing Agency) shall be first discussed by the BAC, Technical Working Group, and the End-User and in any case, shall include to the Supplemental Bid Bulletin No. 2.

- By this reason, Mr. De Jesus 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 prior the submission and opening of bids.
- Lastly, the BAC Chairperson informed all the prospective bidders that upon delivery of items, APO shall conduct random testing of papers in order to make sure that the delivered items are similar to the samples submitted. He likewise mentioned that clarifications/queries may still be raised in writing until 21 February 2020, Friday, through the BAC Secretariat.

## **V. Adjournment**

- There being no further matters to discuss, the meeting was adjourned at exactly 2:37 P.M.

### **Prepared by:**

(SGD)  
**MS. JEACELL S. DURAN**  
*BAC Secretariat*

### **Noted by:**

(SGD)  
**MS. LEA ANN M. GAMBAN**  
*Head, BAC Secretariat*

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

(SGD)  
**LENOARDO G. DE JESUS**  
*Chairperson*

(SGD)  
**DOMINIC F. TAJON**  
*Vice Chairperson*

(SGD)  
**RAMON L. MATIBAG**  
*Member*

(SGD)  
**PERCIVAL J. DE CASTRO**  
*Member*

(SGD)  
**AGAPITO C. BRAGAIS, JR.**  
*Member*