



**Minutes of Pre-Bid Conference**

LEASE OF VARIOUS PAPERS PRINTING MACHINE/S AND FINISHING EQUIPMENT  
WITH TECHNICAL AND OPERATIONAL SUPPORT SYSTEM (LOT 1 FOR LUZON AREA  
AND LOT 2 FOR MINDANAO AREA)

(PB-03-20)

1 July 2020, 10:00 A.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*

**End User Representative**

Mr. Joselito Rabulan, *Foreman,*  
*Pre-Press Department*

**Prospective Bidder**

**1. Ivory Printing and Publishing House,** *represented by Mr. Cornelio Saldivar*

**Technical Working Group**

Engr. Michael Licup, *Head*  
Ms. Ma. Merla D. Escobar, *Member*  
Ms. Ana Marie B. Oliva, *Member*  
Mr. Ludovico B. Alba, *Member*  
Ms. Jolly Ann S. Bay, *Member*  
Mr. Scott Price Atayde, *Member*  
Ms. Ma. Theresa Ronquillo, *Member*  
Ms. Ednelyn S. Cortez, *Member*  
Ms. Jeacell S. Duran, *Member*  
Ms. Mylah Domingo, *Member*

**BAC Secretariat**

Ms. Lea Ann M. Gamban, *Head*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Michelle B. Martinez, *Member*  
Ms. Erlinda E. Diaz, *Ad-hoc Member*

**I. Call to Order**

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Lease of Various Paper Printing Machine/s and Finishing Equipment with Technical and Operational Support System (Lot 1 for Luzon Area and Lot 2 for Mindanao Area) which started at exactly 10:16 A.M. The invocation and 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. De Jesus, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Lease of Various Paper Printing Machine/s and Finishing Equipment with Technical and Operational Support System (Lot 1 for Luzon Area and Lot 2 for Mindanao Area)*". 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 and attendees that all bidders' representatives shall comply with the health guidelines on the conduct of public bidding to prevent the spread of the virus.
- Accordingly, 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 5 March 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 2020 intends to apply the sum of Thirty Million Pesos (**PhP 30,000,000.00**) being the Approved Budget for the Contract (ABC).

Lot No.	Description	Qty.	Total ABC P (VAT Inclusive)
1	<i>Lease of Various Paper Printing Machine/s and Finishing Equipment with Technical and Operational Support System</i>  <b>NORTHERN LUZON</b>	1 Lot	15,000,000.00
2	<i>Lease of Various Paper Printing Machine/s and Finishing Equipment with Technical and Operational Support System</i>  <b>MINDANAO AREA</b>	1 Lot	15,000,000.00
<b>Total ABC</b>			<b>30,000,000.00</b>

- She likewise mentioned the BAC issued Supplemental Bid Bulletin Nos. 1, 2, and 3 on 10 March 2020, 12 March 2020, and 24 June 2020, respectively. (Please see Annex "A" for the Revised Technical Specifications, Annex "B" for the Postponement of Scheduled Pre-Bid Conference and Submission and Opening of Bids, and Annex "C" for the Amended Items in the Bidding Documents and Amended Provisions of revised IRR of R.A 9184 pursuant to GPPB Resolution No. 09-2020 dated 7 May 2020). And for the record, **Ivory Printing and Publishing House** was the only bidder purchased such documents on 11 March 2020 prior the Pre-Bid Conference.
- To provide the background, Mr. De Jesus requested the End User representative, Mr. Joselito Rabulan, Foreman 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.

- Moreover, the BAC Chairperson emphasis that the lessor, lessee, and the end-user strictly follow what is stated in the contract agreement.
- Lastly, the BAC Chairperson mentioned that clarifications/queries may still be raised in writing until 2 July 2020, Thursday, through the BAC Secretariat.

## V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 10:50 A.M.

**Prepared by:**

(SGD)  
**MS. MICHELLE B. MARTINEZ**  
*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*