



Minutes of Pre-Bid Conference

Lease of Various Printing Machines and Equipment with Operational and Technical
Support System (Davao Area)

(PB-04-20)

1 July 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*

End User Representative

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

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. Ednalyn 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 Printing Machines and Equipment with Operational and Technical Support System (Davao Area) (PB-04-20) which started at exactly 1:50 P.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 Printing Machines and Equipment with Operational and Technical Support System (Davao Area) (PB-04-20)*". 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 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 One Million Eight Hundred Thousand Pesos (**PhP 1,800,000.00**) being the Approved Budget for the Contract (ABC).
- She likewise mentioned the BAC issued Supplemental Bid Bulletin Nos. 1, and 2 on 12 March 2020, and 24 June 2020, respectively. (*Please see Annex "Annex A" for the Postponement of Scheduled Pre-Bid Conference and Submission and Opening of Bids, and Annex "B" 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*).
- 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 1:55 P.M.

Prepared by:

(SGD)
MR. RP P. DELOS REYES
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