



Minutes of Pre-Bid Conference

**LEASE OF VARIOUS PAPER PRINTING MACHINE, IN-LINE DIGITAL NUMBERING
AND BAR CODING AND FINISHING EQUIPMENT WITH OPERATIONAL AND
TECHNICAL SUPPORT SYSTEM (PB-06-20)**

9 July 2020

1:30 P.M.

BAC Members

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

BAC Secretariat

Ms. Lea Ann M. Gamban, *Head*
Ms. Joy M. Principe, *Ad-hoc Member*

End User Representative

Mr. Frederick S. Tarun, *Production Manager*

Technical Working Group

Engr. Michael Licup, *Head*
Ms. Ednelyn S. Cortez, *Member*
Ms. Ma. Theresa Ronquillo, *Member*
Ms. Mylah Domingo, *Member*

I. Call to Order

- Mr. Dominic F. Tajon as BAC Vice Chairperson presided over the Procurement of Lease of Various Paper Printing Machine, In-Line Digital Numbering and Bar Coding and Finishing Equipment with Operational and Technical Support System (PB-06-20) which started at exactly 1:35 P.M. The invocation and national anthem were led by Ms. Ednelyn 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. Tajon, as BAC Vice Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Lease of Various Paper Printing Machine, In-Line Digital Numbering and Bar Coding and Finishing Equipment with Operational and Technical Support System (PB-06-20)*". 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 1 July 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 Nine Million Pesos (**PhP 9,000,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. Tajon requested the End User representative, Mr. Frederick S. Tarun, *Production Manager*, 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.
- Mr. Tajon stated that BAC will issue the corresponding supplemental/bid bulletin to respond to any changes or clarifications made in writing after the pre-bid conference or any request done prior the submission and opening of bids.

V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 1:50 P.M.

Prepared by:

(SGD)
MS. JOY M. PRINCIPE
Ad-hoc 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. BRAGAS, JR.
Member