



**Minutes of Pre-Bid Conference**  
**PROCUREMENT OF ONE (1) LOT OF NEWSPRINT PAPER (PB-10-20)**  
**6 November 2020**  
**9:00 A.M.**

**BAC Members**

Mr. Leonardo G. De Jesus, *Chairperson*  
Mr. Dominic F. Tajon, *Vice Chairperson*  
Engr. Percival J. De Castro, *Member*  
Mr. Agapito C. Bragais, Jr., *Member*  
Ms. Daisy M. Galvadores, *Alternate Member*

**Technical Working Group**

Engr. Michael Licup, *Head*  
Ms. Ana Marie Oliva, *Member*  
Ms. Ma. Theresa Ronquillo, *Member*  
Mr. Scott Prince Atayde, *Member*  
Mr. RP P. Delos Reyes, *Member*

**BAC Secretariat**

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

**End User Representative**

Mr. Joji Alagos, *Quality Controller*

**Prospective Bidder**

**1. Kolonwel Trading,**  
*Ms. Myrna Gonzales*

**2. Niclao Trading,**  
*Ms. Aiza Garcia*

**3. Metro Paper Converter Phils. Corp.,**  
*Ms. Analisa Alvarez*

**I. Call to Order**

- Mr. Leonardo G. De Jesus as BAC Chairperson presided over the Procurement of One (1) Lot of Newsprint Paper (PB-10-20) which started at exactly 9:18 A.M. The invocation and national anthem were led by Ms. Jeacell S. Duran 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 One (1) Lot of Newsprint Paper (PB-10-20)". 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 29 October 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 Forty-Six Million Six Hundred Fifty Thousand Pesos (**PhP 46,650,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. De Jesus requested the End User representative, Mr. Jodie Alagos, *Quality Controller of Production Division*, to briefly discuss the technical specifications of the project under Section VII and the corresponding schedule of requirements stated in Section VI of the Bidding Documents.
- During discussions, clarifications on the following items were made:
  1. Section II. Instruction to Bidders (ITB) Clause No. 5.4
    - For the Single Largest Completed Contract (SLCC), any printing paper shall also be accepted.
  2. Section VI. Schedule of Requirements
    - The delivery place for this project is still subject for further notice of the end-user prior to the schedule of the delivery date.
  3. Section VII. Technical Specifications
    - For Item No. 5, any specification with regard to the shade of color "white" shall also be subject for supplemental/bid bulletin.
    - For Item Nos. 8 and 9, whether the required submission of samples and a certification from DOST, which must be submitted simultaneous with their bids, may be submitted during post-qualification of the lowest calculated bidder.
- All the above-mentioned shall be subject for discussion and/or Supplemental/Bid Bulletin to be issued on or before 11 November 2020. Additionally, Mr. De Jesus reminded the prospective bidders that they may still submit any other clarification and/or inquiry in writing until 9 November 2020.

## **V. Adjournment**

- There being no further matters to discuss, the meeting was adjourned at exactly 9:35 A.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)  
**DAISY M. GALVADORES**  
*Alternate Member*

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

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