



Minutes of Pre-Bid Conference
PROCUREMENT OF ONE (1) LOT OF BOOK PAPER (PB-11-20)
6 November 2020
11:00 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

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 Book Paper (PB-11-20) which started at exactly 11:17 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 Book Paper (PB-11-20)*". 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 Seven Million Five Hundred Thousand Pesos (**PhP 7,500,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. De Jesus requested the End User representative, Mr. Joselito Rabulan, *Press Department Foreman*, 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 the discussion, he emphasized that the core and winding of the paper must be intact and air-tight.
- Mr. De Jesus stated that BAC will issue the corresponding supplemental/bid bulletin on or before 11 November 2020 to respond to any changes or clarifications made in writing after the pre-bid conference or any request done by the bidders not later than 9 November 2020.

V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 11:33 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

Prepared on 9 November 2020