



### **Minutes of Pre-Bid Conference**

Rebidding of Lease of Various Printing Machines and Equipment with Operational and  
Technical Support System (Davao Area)  
(PB-04-20-A)  
12 October 2020  
10:00 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*

#### **End User Representative**

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

#### **Technical Working Group**

Engr. Michael Licup, *Head*  
Ms. Ma. Merla D. Escobar, *Member*  
Ms. Jolly Ann S. Bay, *Member*  
Mr. Scott Price Atayde, *Member*  
Ms. Ednalyn S. Cortez, *Member*

#### **BAC Secretariat**

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 Rebidding of Lease of Various Printing Machines and Equipment with Operational and Technical Support System (Davao Area) (PB-04-20-A) which started at exactly 10:15 A.M. The invocation and national anthem were led by Ms. Erlinda Diaz 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: "*Rebidding of Lease of Various Printing Machines and Equipment with Operational and Technical Support System (Davao Area) (PB-04-20-A)*". Thereafter, he requested 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. Michelle B. Martinez, the BAC Secretariat, confirmed that the members present constitute a quorum.

#### **IV. Discussion**

- The 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 2 October 2020.
- Further, Ms. Martinez 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).
- 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 14 October 2020, Wednesday, through the BAC Secretariat.

#### **V. Adjournment**

- There being no further matters to discuss, the meeting was adjourned at exactly 10:25 A.M.

**Prepared by:**

  
**MS. MICHELLE B. MARTINEZ**  
*BAC Secretariat*

**Noted by:**

  
**MS. LEA ANN M. GAMBAN**  
*Head, BAC Secretariat*

**Approved by the Bids and Awards Committee:**

  
**LENOARDO G. DE JESUS**  
Chairperson

  
**DOMINIC F. TAJON**  
Vice Chairperson

  
**DAISY M. GALVADORES**  
Alternate Member

  
**PERCIVAL J. DE CASTRO**  
Member

  
**AGAPITO C. BRAGAIS, JR.**  
Member

*Prepared on 14 October 2020*