



MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT OF BOOK PAPER
(IMPORTED CLASS-A WOODFREE) (PB-04-21)

19 February 2021
10:00 A.M.

BAC Members

Mr. Dominic F. Tajon , *Chairperson*
Mr. Michael Romil D. Santiago, *Member*
Ms. Josefina L. Omol, *Member*
Mr. Agapito C. Bragais, Jr., *Member*

Technical Working Group

Mr. Scott Prince Atayde, *Head*
Ms. Ana Marie Oliva, *Member*
Ms. Ma. Theresa Ronquillo, *Member*
Ms. Jolly Ann S. Bay, *Member*
Ms. Angelyn Panganiban, *Member*
Mr. Kristian Torio, *Member*

BAC Secretariat

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

End User Representative

Ms. Klarive Mae Pangan, *PPC Job Planner*

Prospective Bidder

- 1. Triplex Enterprises**
Mr. Victor Chan
- 2. Advance Computer Forms, Inc.**
Mr. Crispin Dela Cruz
- 3. EMBU Integrated and Trading Corporation**
Mr. Razel Jamison
- 4. Lamco Paper Products, Co.**
Mr. Richard Alvarez

I. Call to Order

- Mr. Dominic F. Tajon as BAC Chairperson presided over the Supply and Delivery of One (1) Lot of Book Paper (Imported Class-A Woodfree) (PB-04-21) which started at exactly 10:00 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. Tajon, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "Supply and Delivery of One (1) Lot of Book Paper (Imported Class-A Woodfree) (PB-04-21)". 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 11 February 2021.
- Further, she mentioned that the Annual Procurement Plan (APP) for CY 2021 intends to apply the sum of Ten Million Five Hundred Twenty-Nine Thousand Pesos (**PhP 10,529,000.00**) being the Approved Budget for the Contract (ABC).
- Thereafter, Ms. Gamban mentioned that in compliance with Section 13 of the Revised IRR of R.A. No. 9184 and 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.
- To provide the background, Mr. Tajon requested the End User representative, Ms. Klarivel Mae Pangan, *PPC Job Planner*, 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.
- Mr. Tajon stated that BAC will issue the corresponding supplemental/bid bulletin on or before 23 February 2021 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 22 February 2021.

V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 10:16 A.M.

Prepared by:


MS. JEACELL S. DURAN
BAC Secretariat

Noted by:


MS. LEA ANN M. GAMBAN
Head, BAC Secretariat

Approved by the Bids and Awards Committee:


DOMINIC F. TAJON
Chairperson


FREDERICK S. TARUN
Vice Chairperson


MICHAEL ROMIL D. SANTIAGO
Member


JOSEFINA L. OMOL
Member


AGAPITO C. BRAGAIS, JR.
Member

Prepared on 22 February 2021