



MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT OF COLORED CARBONLESS PAPER
WITHOUT FIBER (PB-05-21)
19 February 2021
1:30 P.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 Bidders

- 1. EMBU Integrated and Trading Corporation**
Mr. Winston Uy
- 2. Triplex Enterprises**
Mr. Victor Chan
- 3. Nation Paper Products, Co.**
Mr. Joseph Tan
- 4. Metro Paper Converter Phils. Corp.**
Ms. Analisa D. Alvarez

I. Call to Order

- Mr. Dominic F. Tajon as BAC Chairperson presided over the Supply and Delivery of One (1) Lot of Colored Carbonless Paper without Fiber (PB-05-21) which started at exactly 1:30 P.M. The invocation and national anthem were led by Ms. Jeacell S. Duran and Ms. Joy M. Principe, respectively.

II. Agenda

- Introduction of Participants
- Brief discussion of all the requirements, terms, conditions, and specifications stipulated in the bidding documents, particularly the following:
 - Eligibility requirements required for government bidding;
 - Technical specifications and other requirements for the project, and
- 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 Colored Carbonless Paper without (PB-05-21)*". 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 Three Million Five Hundred Forty-Nine Thousand Pesos (**PhP 3,549,000.00**) 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.
- During the discussion, clarifications on the following matters were made which are subject for the issuance of corresponding Supplemental/Bid Bulletin:
 1. Delivery/Project site shall be at 0186 Quezon Avenue Extension Pala-o, Iligan City, Lanao Del Norte as confirmed by the End-User representative. Shipping Expenses shall likewise be included in the approved budget.
 2. The end-user together with the Technical Working Group will revise the delivery schedule and the equivalent quantity of paper to be delivered on the said schedule.
 3. Documentation papers such as Delivery Receipts shall be shipped through courier service as agreed.
 4. For Item no. 9 (Packaging) of Section VII. Technical Specifications, the required stacking height of five (5) rolls shall be maximized to eight (8) rolls per container.
 5. An inspector/representative from APUI must be present during the inspection of papers which shall be done in the winning bidder's warehouse before transporting it to the dock for shipment.
- 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 2:06 P.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


JOSEINA L. OMOL
Member


AGAPITO C. BRAGAIS, JR.
Member