



**MINUTES OF THE PRE-BID CONFERENCE**  
**SUPPLY AND DELIVERY OF ONE (1) LOT OF COATED ONE SIDE (C1S) PAPER:**  
**OPTICAL BRIGHTENER ADDITIVES (OBA) - FREE (PB-06-21)**  
19 February 2021  
2:30 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**

Mr. Al Guerrero, *APO-Lima Plant*

**Prospective Bidders**

1. **Nation Paper Products, Co.**  
*Mr. Joseph Tan*
2. **Triplex Enterprises**  
*Mr. Victor Chan*
3. **EMBU Integrated and Trading Corporation**  
*Mr. Winston Uy*
4. **LAMCO Paper**  
*Mr. Richard Alvarez*
5. **Jodaar Corporation**  
*Mr. Constante Lapitan*
6. **Kolonwel Trading**  
*Ms. Clear J. Udarbe*
7. **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 Coated One Side (C1S): Optical Brightener Additives (OBA) - Free (PB-06-21) which started at exactly 2:40 P.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 Coated One Side (CIS) Paper: Optical Brightener Additives (OBA) – Free (PB-06-21)". 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 Seventy Million Two Hundred Thirty-Four Thousand Pesos (**PhP 70,234,000.00**) 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, Mr. Al Guerrero of APO-Lima Plant 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. Certification of grammage testing from the Department of Science and Technology (DOST) shall be an additional requirement for this project.
  2. The required sample must be half of a roll and will only be submitted by the lowest calculated bidder to the project site, which is in APO-Lima Plant, during post qualification process.
  3. For Item No. 2 of Invitation to Bid (IB), the bidder's single largest completed contract must be at least twenty-five (25) percent of the total ABC and such contract shall refer to "any printing paper" (ITB Clause 5.4 of Bid Data Sheet) which must be completed within the period of two (2) years.
  4. Changes in delivery schedule shall reflect on the supplemental/bid bulletin.
- 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 3:14 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*

  
**JOSEFINA L. OMOL**  
*Member*

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

Prepared on 22 February 2021