



MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT OF CARBONLESS PAPER
WITH FIBER (PB-07-21)
5 March 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

Ms. Ana Marie Oliva, *Member*
Ms. Ma. Theresa Ronquillo, *Member*
Ms. Jolly Ann S. Bay, *Member*
Ms. Angelyn Panganiban, *Member*
Mr. RP P. Delos Reyes, *Member*
Ms. Michelle B. Martinez, *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. Kathlyn Joy Magtibay, *PPC Staff*

Observers

APO – Internal Audit Team, represented by
Mr. Joseph Albert Sedanto and
Mr. Joseph Manas

Prospective Bidder

Multi-Forms Corporation, represented by
Mr. Bernard Fong

I. Call to Order

- Mr. Dominic F. Tajon as BAC Chairperson presided over the Supply and Delivery of One (1) Lot of Carbonless Paper with Fiber (PB-07-21) which started at exactly 10:13 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 Carbonless Paper with (PB-07-21)*”. 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 25 February 2021.
- Further, she mentioned that the Annual Procurement Plan (APP) for CY 2021 intends to apply the sum of **Twenty-Three Million Sixty-Eight Thousand Pesos (PhP 23,068,000.00)** 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. Kathlyn Joy Magtibay, *PPC Staff*, 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.
- Subsequently, the BAC Chairman opened the floor for questions/clarifications wherein the prospective bidder made an inquiry with regard to the technical specifications and schedule of requirements which later confirmed by the BAC that the following will be subject for the issuance of supplemental/bid bulletin:
 1. Inclusion of fiber characteristic as an additional item on technical specification;
 2. Allowable percentage of tolerance of grammage for Carbonless Paper with Fiber;
 3. Allowable percentage of quantity as to the required length per roll against the required quantity to be delivered; and
 4. Changes on delivery date after the discussion of the end user and TWG.
- Mr. Tajon stated that BAC will issue the corresponding supplemental/bid bulletin on or before 10 March 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 9 March 2021.

V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 10:37 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