



### **MINUTES OF THE PRE-BID CONFERENCE**

#### **LEASE OF VARIOUS PRINTING MACHINES AND FINISHING EQUIPMENT WITH TECHNICAL AND OPERATIONAL SUPPORT SYSTEM (MINDANAO AREA) (PB-08-21)**

5 March 2021

1:30 P.M.

#### **BAC Members**

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

#### **Technical Working Group**

Ms. Merla D. Escobar, *Member*  
Ms. Carla P. Abobo, *Member*  
Ms. Jeacell S. Duran, *Member*  
Mr. Mylah P. Domingo, *Member*

#### **BAC Secretariat**

Ms. Lea Ann M. Gamban, *Head*  
Ms. Michelle B. Martinez, *Member*  
Ms. Mylah P. Domingo, *Member*  
Ms. Niña Angelica Alinea, *Member*  
Ms. Erlinda Diaz, *Ad-hoc Member*

#### **End User Representative**

Mr. Eric Manalo, *Production and Planning  
Control Department Staff*

#### **Observers**

##### **APO – Internal Audit Team**

*Represented by Mr. Joseph Albert Sedanto and  
Mr. Joseph S. Manas*

#### **Bidder**

##### **Ivory Printing and Publishing House**

*Represented by Mr. Neil Saldivar*

### **I. Call to Order**

- Mr. Dominic F. Tajon as BAC Chairperson presided over the Lease of Various Printing Machines and Finishing Equipment with Technical and Operational Support System (Mindanao Area) (PB-08-21) which started at exactly 1:48P.M. The invocation and national anthem were led by Ms. Michelle B. Martinez and Mr. RP 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. Tajon, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: *“Lease of Various Printing Machines and Finishing Equipment with Technical and Operational Support System (Mindanao Area) (PB-08-21)”*. 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 Thirty Million Pesos (**PhP 30,000,000.00**) 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. Eric Manalo *Production and Planning Control Department 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.
- She likewise mentioned the BAC issued Supplemental Bid Bulletin No. 1 on 4 March 2021, amending the Lease Period to one (1) year and machine technical specifications. (See Annex "A" for the Revised Machine Technical Specifications). And for the record, **Ivory Printing and Publishing House** was the only bidder purchased such documents on 2 March 2021 prior the Pre-Bid Conference.
- Lastly, the BAC Chairman opened the floor for questions/clarifications. Seeing that there were no further queries from the bidder and other attendees, Mr. Tajon stated that BAC will issue the corresponding supplemental/bid bulletin on or before 9 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 8 March 2021.

#### V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 2:05 P.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:**

**DOMINIC F. TAJON**  
*Chairperson*

**FREDERICK S. TARUN**  
*Vice Chairperson*

**JOSEFINA L. OMOL**  
*Member*

**MICHAEL ROMIL D. SANTIAGO**  
*Member*

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

*Prepared on 8 March 2021*

## Annex "A"

### LEASE OF PRINTING MACHINES AND FINISHING EQUIPMENT

#### TECHNICAL SPECIFICATIONS

#### *LOT 2 – MINDANAO AREA*

#### **I. 1 Unit 5-Continuous Forms Press**

In-Out Configuration: Roll-to-Fold

Web width: 480 mm or 19"

Printing units:

- 1<sup>st</sup> unit: Variable Offset, cassette type
- 2<sup>nd</sup> unit: Variable Offset, cassette type
- 3<sup>rd</sup> unit: Variable Letterpress
- 4<sup>th</sup> unit: Variable Letterpress with reversed mechanism
- 5<sup>th</sup> unit: Variable Letterpress with reversed mechanism

Cross-Perforating Set-Up:

- 1<sup>st</sup> unit: Fixed 4-blade cylinder, variable perforating gear
- 2<sup>nd</sup> unit: Variable size perforating cylinder

Folding Range: 5" to 17"

Offset Cassettes: 20", 21", 22" and 24"

Letterpress Cylinders: 10", 11", 12", 13", 14", 15", 16", 17", 18", 20", 21", 22" and 24"

Perforating Gears:

- 1<sup>st</sup> unit: 9", 10", 10 ½", 11", 12", 13", 14", 15", 16" and 17"

Perforating Cylinder:

- 2<sup>nd</sup> unit: 14", 15", 17", 20", 24" and 26"

Folding Gears: 5", 6", 7", 7 ½", 8", 8 ½", 9", 10", 11", 12", 13", 14", 15", 16" and 17"

Rated Speed: At least 3,000 linear meters per hour

Other Features & Accessories:

- Easy lift mechanical type paper loading station, 38" maximum roll diameter
- Automatic web guide and paper tensioning controls
- Double output line hole wheels
- Double shaft line perforation



## **II. 1 Unit 5-Continuous Forms Press**

In-Out Configuration: Roll-to-Fold

Web width: 410 mm or 16"

Printing units:

- 1<sup>st</sup> unit: Variable Letterpress
- 2<sup>nd</sup> unit: Variable Offset, cassette type
- 3<sup>rd</sup> unit: Variable Offset, cassette type
- 4<sup>th</sup> unit: Variable Offset, cassette type
- 5<sup>th</sup> unit: Variable Offset, cassette type

Cross-Perforating Set-Up:

- 1<sup>st</sup> unit: Variable size perforating cylinder
- 2<sup>nd</sup> unit: Variable size perforating cylinder

Folding Range: 5" to 14"

Offset Cassettes: 8, 8.5, 11, 12, 14"

Letterpress Cylinders: 8, 8.5, 11, 12, 14"

Folding Gears: 5.5, 6, 7, 8, 8.5, 10, 11, 12, 14"

Rated Speed: 3,000 linear meters per hour

Other Features & Accessories:

- Easy lift mechanical type paper loading station, 38" maximum roll diameter
- Automatic web guide and paper tensioning controls
- Double output line hole wheels
- Double shaft line perforation

## **III. 2 Units Web Collator with Numbering**

Web width: 20"

No. of feed stations: 6

Numbering stations: Rotary double row

Numbering ring sizes: 16", 17", 18", 20", 21", 22", 24" and 26"

Rated Speed: at least 1,800 linear meters per hour

## **IV. 2 Units Paper Guillotine Cutter**

Cutting Width: 45" maximum

Cutting Depth: 44" maximum

Maximum Loading Height: 4.5" maximum

Maximum Design Cutting Rate: 25 cuts per minute

Other Features:

- With air table and complete electronic controls for easy operation and precise paper cuttin