



MINUTES OF THE PRE-BID CONFERENCE
LEASE OF VARIOUS PRINTING MACHINES AND FINISHING EQUIPMENT WITH
OPERATIONAL AND TECHNICAL SUPPORT SYSTEM (PB-09-21)

5 March 2021

2:30 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

No Prospective Bidder

I. Call to Order

- Mr. Dominic F. Tajon as BAC Chairperson presided over the Lease of Various Printing Machines and Finishing Equipment with Operational and Technical Support System (PB-09-21) which started at exactly 2:37 P.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 Operational and Technical Support System (PB-09-21)”. 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 Three Million Five Hundred Pesos (**PhP 3,500,000.00**) 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.
- 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 2:42 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


MICHAEL ROMIL D. SANTIAGO
Member


JOSEFINA L. OMOL
Member


AGAPITO C. BRAGAS, JR.
Member