



**MINUTES OF THE PRE-BID CONFERENCE**  
**SUPPLY AND DELIVERY OF ONE (1) LOT OF COLORED CARBONLESS PAPER**  
**WITHOUT FIBER (PB-10-21)**  
10 March 2021  
10:00 A.M.

**BAC Members**

Mr. Dominic F. Tajon , *Chairperson*  
Ms. Josefina L. Omol, *Member*  
Mr. Michael Romil D. Santiago, *Member*

**Technical Working Group**

Ms. Ana Marie Oliva, *Member*  
Ms. Ma. Theresa Ronquillo, *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*

**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-10-21) 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 Colored Carbonless Paper without Fiber (PB-10-21)*". 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 2 March 2021.

- Further, she mentioned that the Annual Procurement Plan (APP) for CY 2021 intends to apply the sum of **Five Million One Hundred Fifty-Five Thousand Pesos (PhP 5,155,000.00)** 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, to enhance transparency of the process, the BAC sent Letters of Invitation to the following observers: (i) Commission on Audit (COA); (ii) Philippine Printing Technical Foundation (PPTF); and (iii) Philippine Chamber of Commerce and Industry (PCHC). 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.
- After the BAC Chairperson opened the floor for questions/clarifications, the Committee, with the confirmation of the end-user, will issue the corresponding supplemental/bid bulletin with regard to the doubled statement of substance (gsm) of the CB paper under Item No. 2 of Section VII. Technical Specifications of the Bidding Documents. Such supplemental/bid bulletin will be available on or before 15 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 12 March 2021.

## V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 10:30 A.M.

### Prepared by:

**SGD**  
**MS. JEACELL S. DURAN**  
*BAC Secretariat*

### Noted by:

**SGD**  
**MS. LEA ANN M. GAMBAN**  
*Head, BAC Secretariat*

### Approved by the Bids and Awards Committee:

**SGD**  
**DOMINIC F. TAJON**  
*Chairperson*

**SGD**  
**KARL PAULO C. DAMIAN**  
*Vice Chairperson*

**SGD**  
**FREDERICK S. TARUN**  
*Member*

**SGD**  
**JOSEFINA L. OMOL**  
*Member*

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

*Prepared on 11 March 2021*