



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

#### **LEASE OF VARIOUS PAPER PRINTING MACHINES AND FINISHING EQUIPMENT WITH OPERATIONAL AND TECHNICAL SUPPORT SYSTEM (PB-11-21)**

10 March 2021

1:30 P.M.

#### **BAC Members**

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

#### **Technical Working Group**

Ms. Carla P. Abobo, *Member*  
Ms. Ednalyn S. Cortez, *Member*  
Ms. Jeacell S. Duran, *Member*  
Ms. 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 A. Alinea, *Member*  
Ms. Erlinda Diaz, *Ad-hoc Member*

#### **End User Representative**

Mr. Eric Manalo, *PPC Staff*

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

- Mr. Dominic F. Tajon as BAC Chairperson presided over the Lease of Various Paper Printing Machines and Finishing Equipment with Operational and Technical Support System (PB-11-21) which started at exactly 1:43 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 Paper Printing Machines and Finishing Equipment with Operational and Technical Support System (PB-11-21)*". 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 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 *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.
- There being no clarifications to confer after the opening of the floor for queries, Mr. Tajon stated that BAC will issue the corresponding supplemental/bid bulletin 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 1:49 P.M.

### **Prepared by:**

**SGD**  
**MS. MICHELLE B. MARTINEZ**  
*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*