



MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT OF COLORED BOND PAPER
(PB-12-21)
10 March 2021
2:30 P.M.

BAC Members

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

Technical Working Group

Ms. 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 Bond Paper (PB-12-21) which started at exactly 2:42 P.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 Bond Paper (PB-12-21)*". 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 **Two Million Three Hundred Thirteen Thousand Pesos (PhP 2,313,000.00)** 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.
- 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 2:50 P.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