

# MINUTES OF MEETING

Tuesday, January 5, 2021	10:00 AM	CONFERENCE ROOM C
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE I</b>																				
TYPE OF MEETING	<b>Prebid Conference</b>																				
PROJECT	<b><i>Supply and Delivery of Paper, Multipurpose, Legal for the Procurement Service</i></b>																				
REFERENCE NO.	<b>PB 20-062-1</b>																				
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE 1</b></p> <table> <tr> <td>Mr. Dickson Pantì</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Ms. Ana Zosith Cañares</td> <td>Ad-Hoc Representative</td> </tr> <tr> <td>Mr. James F. Gabilo</td> <td>Provisional Member</td> </tr> </table> <p><b>SECRETARIAT</b></p> <table> <tr> <td>Ms. Maybelline N. Galang</td> <td>Secretariat-in-Charge</td> </tr> </table> <p><b>TECHNICAL WORKING GROUP</b></p> <table> <tr> <td>Ms. Jennifer M. Ancheta</td> <td>PS</td> </tr> </table> <p><b>Prospective Bidder(s):</b></p> <table> <tr> <td>Mr. Joseph Tan</td> <td>NAPPCO</td> </tr> <tr> <td>Mr. Paul De Castro</td> <td>Advance Paper</td> </tr> <tr> <td>Mr. Julueeson Chin</td> <td>Lamco Paper</td> </tr> <tr> <td>Mr. Rex Derramas</td> <td>Triplex</td> </tr> </table>	Mr. Dickson Pantì	Chairperson	Engr. Nicole John D. Cabueños	Vice-Chairperson	Ms. Ana Zosith Cañares	Ad-Hoc Representative	Mr. James F. Gabilo	Provisional Member	Ms. Maybelline N. Galang	Secretariat-in-Charge	Ms. Jennifer M. Ancheta	PS	Mr. Joseph Tan	NAPPCO	Mr. Paul De Castro	Advance Paper	Mr. Julueeson Chin	Lamco Paper	Mr. Rex Derramas	Triplex
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CALL TO ORDER	<ol style="list-style-type: none"> <li>The scheduled <b>Prebid Conference</b> started at <b>10:20 AM</b> with the Chairperson presiding.</li> <li>The Chairperson acknowledged the presence of the attendees.</li> </ol>																				

3. Having established the required quorum, the Secretariat proceeded with the presentation of the project.

**DISCUSSION**

**I. BID DOCUMENTS**

<p><b>INSTRUCTIONS TO BIDDERS</b></p>	<p>NO DISCUSSION</p>
<p><b>BID DATA SHEET</b></p>	<p>NO DISCUSSION</p>
<p><b>GENERAL CONDITIONS OF THE CONTRACT</b></p>	<p>NO DISCUSSION</p>
<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>NO DISCUSSION</p>
<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>Framework Agreement List Page 32</p> <ul style="list-style-type: none"> <li>• Representative from Advance Paper requested that the testing to FPRDI of the items for delivery will be conducted upon the release of Notice to Execute Framework Agreement to the responsive bidder instead of after the release of Call off Order and Framework Agreement to avoid liquidated damages.</li> <li>• Representative from Lamco stated that their deliveries have been charge of penalties for late delivery even if the schedule falls on a Holiday. The same also requested for the coordination between the Warehouse and Contract Management Division for the Schedule of Delivery.</li> <li>• Representative from NAPPCO requested that the issuance of Call off Order to the responsive bidders be early instead of 3PM – 4PM for them to have ample amount of time to prepare for the delivery.</li> </ul> <p><b><i>The Chairperson took note of the requests and concerns and subject for discussion with the Contract Management Division. Amendments and Clarifications will be reflected in the Bid Bulletin.</i></b></p>

<p>TECHNICAL SPECIFICATIONS</p>	<p>Technical Requirements Page 36</p> <ul style="list-style-type: none"> <li>• Representative from Advance Paper clarified that the in-house testing comprise only of measuring of the size of paper, Sheets per Ream and labeling and packaging. Basis Weight and other physical properties will be conducted to the Third Party Testing Center. The same also requested for the tolerance to be the same as International Standard Basis.</li> <li>• Representative from Lamco also requested that the measuring of grammage to be conducted to the Third Party Testing Center.</li> </ul> <p><b><i>The Committee took note of the requests subject for discussion and clarification with the Technical Working Group. Amendments and Clarifications will be reflected in the Bid Bulletin.</i></b></p> <p>Additional Requirement on Packaging and Marking/Labeling Based on TSRC Resolution No. TSRC 19-005 Packaging Page 38</p> <ul style="list-style-type: none"> <li>• Representative from LAMCO inquired when and who will provide the complete details of the sticker that will be given to the responsive bidder.</li> </ul> <p><b><i>The Chairperson suggested that upon transmission of documents to Contract Management Division, the complete details of the sticker should be given to the responsive bidder for them to have enough time to prepare.</i></b></p> <ul style="list-style-type: none"> <li>• Representative from Triplex requested that the sticker/ logo should be placed on the cover of the box instead on the box itself.</li> </ul> <p><b><i>The BAC took note of the bidder's request.</i></b></p>
<p>BIDDING FORMS</p>	<p>NO DISCUSSION</p>
<p>II. OTHER DISCUSSIONS</p>	
<p>OTHER MATTERS</p>	<p>1. Representative from Advance requested that the renewal of the necessary documents specially the Mayor's Permit will be submitted</p>

	<p>before the issuance of the Notice of Award.</p> <p><b><i>The Committee replied with affirmative, provided that they will submit any proof of application for renewal before deadline of submission of bids.</i></b></p> <p>2. All bidders stated their concerns and requests on the penalties/ liquidated damages imposed in their deliveries.</p> <ul style="list-style-type: none"> <li>a. Postponement of the Deliveries</li> <li>b. Not completed required attachments before submission to the Comptroller Division</li> <li>c. Issuance of request to deliver before closing of office hours, thus not giving them ample amount of time to prepare the delivery.</li> </ul> <p><b><i>The BAC took note of the bidders request.</i></b></p>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>12: 00 PM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Tuesday, January 5, 2021.
<b>PREPARED BY</b>	<p><b>BAC Secretariat:</b></p> <p style="text-align: center;">SGD. <b>MS. MAYBELLINE N. GALANG</b> Secretariat</p>
<b>CERTIFIED CORRECT</b>	<p><b>Bids and Awards Committee I:</b></p> <p style="text-align: center;">SGD. <b>MR. JAMES GABILO</b> Provisional Member</p> <p style="text-align: center;">SGD. <b>MS. ANA ZOSITH A. CAÑARES</b> Ad-Hoc Representative</p>

*Not Present*  
**ATTY. EARVIN JAY I. ALPARAQUE**  
Vice Chairperson

SGD.  
**ENGR. NICOLE JOHN D. CABUEÑOS**  
Vice Chairperson

SGD.  
**MR. DICKSON T. PANTI**  
Chairperson