



Republic of the Philippines
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Bids & Awards Committee

MINUTES OF PRE-PROCUREMENT CONFERENCE

August 5, 2019; 1:30 PM

**PROCUREMENT FOR THE PRINTING OF YEARBOOK
 AY 2016-2017 & 2017-2018**

Present:

EPHRAIM L. CALOPE	BAC Chairperson
GEMMA C. CATIGAN	BAC Vice - Chairperson
TAMAR B. MEJIA, JR.	BAC Member
NORBERTO O. LABATA, JR.	BAC Member
MIGUEL M. BIDON	BAC Provisional Member
JOSEPHINE C. SUMABAT	BAC End-user Representative
LUCILLE JANE N. FIGURA	BAC Clerk

Other Present:

MARJORIE BOHOL SALAS	Representative, ERJ Communication & Creative Media - QC
VIRGO P. FORONDA	Representative, Cover & Pages Corp.

1.0 Business Matters:

The meeting was called to order at 1:40 in the afternoon. Mr. Calope informed the body about the approved Purchase Request for the Procurement for Printing of Yearbook, AY 2016-2017 & 2017-2018 with the Approved Budget for the Contract amounting to One Million Three Hundred Nine Thousand One Hundred Pesos (₱1,309,100.00) chargeable to Income. He further added that the Procurement for the Printing of Yearbook consists of three (3) yearbooks, namely, ① Yearbook 2017 (AY 2016-2017); ② Yearbook 2018 (AY 2017-2018), which are both for undergraduates; and ③ Yearbook 2018 (AY 2017-2018) for Senior High School. Ms. Josephine C. Sumabat, Facilities and Uniform Project Manager from the IGP Office explained regarding the technical specifications. She emphasized that the two Yearbooks for Undergraduates has the same features, however, the Yearbook for Senior High School is different in terms of its pages.

The body agreed that the said procurement will be awarded by lot basis. Mr. Calope then announced that the bidding documents cost One Thousand Five Hundred Pesos (₱1,500.00). He also recommended to bring samples during the Opening of Bids on August 16, 2019.

There have been no further queries raised from the participating bidders.

2.0 Adjournment

There being no other matters to be discussed, the Pre-Procurement Conference was adjourned at 1:50 in the afternoon.

Certified true and correct:


 LUCILLE JANE N. FIGURA
 Clerk, Bids & Awards Committee

Attested:

 EPHRAIM L. CALOPE
 Chairperson, Bids & Awards Committee