



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>

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**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE  
(COBAC)**

**MINUTES OF THE MEETING**  
**Pre-Bidding Conference for the Procurement of Printing Services (Lots 1-3)**  
**May 16, 2019, 1:30 PM**  
**27th Floor, DILG-NAPOLCOM Center**

**PRESENT:**

- |   |   |                                |
|---|---|--------------------------------|
| 1. ASEC. RICOJUDGE JANVIER M. ECHIVERRI | - | Chairperson, COBAC             |
| 2. ATTY. JENA J. JAVAREZ                | - | Vice Chairperson, COBAC        |
| 3. DIR. LOIDA S. LINSON                 | - | Member, COBAC                  |
| 4. DIR. VIVIAN P. SUANSING              | - | Member, COBAC                  |
| 5. ATTY. GINA V. WENCESLAO              | - | Head, TWG for Goods & Services |
| 6. ATTY. ROSE SHAYNE T. DUAZO           | - | Member, TWG                    |
| 7. MS. BEATRIZ Z. QUIAMBAO              | - | Member, TWG                    |
| 8. MS. MARIVIC CONCEPCION DG. NARCISO   | - | Member, TWG                    |
| 9. MS. MARY KATHLEEN P. SARMIENTO       | - | Member, TWG                    |
| 10. MR. DANILO TAM                      | - | Member, TWG                    |
| 11. MS. ELNORA A. VELASCO               | - | Head, BAC Secretariat          |
| 12. MS. LESLIE B. CAÑAFRANCA            | - | Member, BAC Secretariat        |
| 13. MS. DORIS G. LABOG                  | - | Member, BAC Secretariat        |
| 14. MR. ROLDAN P. PINEDA                | - | Member, BAC Secretariat        |
| 15. MS. IRISH C. COMONION               | - | Member, BAC Secretariat        |
| 16. MS. LAURENE ASHLEY S. QUIROS        | - | Member, BAC Secretariat        |
| 17. MS. FAE LOISE M. SALOSAGCOL         | - | Member, BAC Secretariat        |
| 18. MS. MARY JOY I. PEDRERO             | - | Member, BAC Secretariat        |
| 19. MS. FAYE MICHELLE B. MARAGGUN       | - | JO, BAC Secretariat Section    |
| 20. MR. KEITH LAGMAY                    | - | End User, BLGS                 |
| 21. MR. JAN DAVID SALVADOR              | - | End User, BLGS                 |

**OBSERVERS:**

- |                      |   |   |
|----------------------|---|---|
| 1. MS. SUSAN GUIDO   | - | People Power Volunteers for Reform (PPVR) |
| 2. MS. AMOR VILLARBA | - | PPVR                                      |

## BIDDERS:

- |                                |   |  |
|--------------------------------|---|--|
| 1. COLOR1 DIGITAL INC.         | - | represented by Ms. Emele P. Balledo    |
| 2. TRANSPRINT CORPORATION      | - | represented by Ms. Jenica Celebre      |
| 3. KAYUMAGGI PRESS             | - | represented by Ms. Anna Pamesa         |
| 4. GILCOR PRINTING PRESS       | - | represented by Ms. Edna Espares        |
| 5. ZURBANO PUBLISHING          | - | represented by Ms. Cindy Urbano        |
| 6. KNIT AND TUCK MERCHANDISING | - | represented by Ms. Lorena E. Diaz      |
| 7. COVER AND PAGES CORP.       | - | represented by Ms. Rosemarie Alejandre |

## I. CALL TO ORDER:

Assistant Secretary Ricojudge Janvier M. Echiverri, Chairperson of the Central Office Bids and Awards Committee (COBAC), called the meeting to order at 2:07 in the afternoon upon confirmation from the BAC Secretariat that there was a quorum to proceed with the Pre-Bidding Conference for the Procurement of Printing Services (Lots 1-3).

## II. AGENDA:

Pre-Bidding Conference for the Procurement of Printing Services (Lots 1-3) for the People's Law Enforcement Board Project Management Office, Bureau of Local Government Supervision (PLEB PMO, BLGS), with the following details:

LOT NO.	DESCRIPTION	ABC
1	PLEB PODS Manual	Php 217,750.00
2	PLEB Posters	Php 2,349,500.00
3	PLEB Legal Handbook	Php 313,200.00
<b>TOTAL</b>		<b>Php 2,880,450.00</b>

## III. BUSINESS MATTERS:

ASec. Echiverri acknowledged the presence of the representatives from the PPVR, COBAC Members, Technical Working Group for Goods and Services (TWG-G&S), BAC Secretariat, and representatives from the end user unit. He also acknowledged the presence of the prospective bidders, namely: Color1 Digital, Inc., Transprint Corporation, Kayumanggi Press, Inc., Gilcor Printing Press, Zurbano Publishing, Knit and Tuck Merchandising, and Cover and Pages. He then turned the floor over to the BAC Secretariat for some important reminders to the bidders.

Ms. Doris G. Labog, Member of the BAC Secretariat, discussed the different eligibility, technical and financial requirements, and other instructions as stipulated in the Bidding Documents.

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She said that the BAC Secretariat provided copies of the presentation, for reference of the prospective bidders.

Afterwards, Mr. Jan David Salvador, PLEB PMO representative, presented the technical specifications of the items to be procured.

ASec. Echiverri then asked the prospective bidders if they have questions and clarifications about the procurement projects.

Ms. Jenica Celebre from Transprint Corporation verified if the number of pages of the PLEB PODS Manual (26 pages excluding cover back-to-back) is equivalent to 30 pages including cover.

Mr. Salvador confirmed that the required total number of pages is 26 pages excluding cover or 30 pages including cover.

Ms. Celebre commented that by its nature, saddle stitch binding requires the page count to be in multiples of four (4). She recommended to make it 32 pages instead of 30 pages.

Mr. Salvador expressed his reservation, saying that they need to change the layout if they will revise the number of pages.

Ms. Celebre said that another option is to add blank pages.

Ms. Doris Labog, Member of the BAC Secretariat, asked if there would be additional cost if they will add blank pages.

Ms. Rosemarie Alejandre, Cover and Pages representative, said that it might entail additional cost. She then commented that the end user can stick with the original number of pages and added that her company would just make the necessary adjustment to accommodate the specifications.

Atty. Jena J. Javarez, Vice Chairperson of the COBAC, requested for comments from the other prospective bidders.

Other bidders agreed with the statement of Ms. Alejandre.

Mr. Salvador said that they will stick with the number of pages specified in the Bidding Documents.

Ms. Celebre then clarified if A4 (8.26" x 11.69") already the finished page size or spread size.

Mr. Salvador answered that it is already the finished page size.



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Ms. Anna Pamesa, Kayumanggi Press representative, questioned the cover stock C2S 200 lbs. She said it should either be 180 lbs or 220 lbs.

Mr. Salvador said that when they conducted the Market Analysis, there are suppliers who quoted for C2S 200 lbs, and one of them is Gilcor Printing Press.

Atty. Javarez requested for the comment of Ms. Edna Espares, Gilcor representative.

Ms. Espares said that she cannot comment on the matter since she was not the one who prepared the quotation used in the Market Analysis.

Ms. Alejandre imparted that C2S 200 lbs is hard to find in the market, that is why it is less commonly used by printing suppliers.

Ms. Leslie B. Cañafranca, Member of the BAC Secretariat, asked if the other prospective bidders agree with the statements of Ms. Pamesa and Ms. Alejandre.

Other prospective bidders concurred with the comments of Ms. Pamesa and Ms. Alejandre.

With that, Mr. Salvador said that they will amend the cover stock specification to C2S 180 lbs.

Ms. Labog announced that the COBAC shall issue a Bid Bulletin amending the cover stock specification.

Ms. Espares of Gilcor Printing Press clarified if the inside cover of Lot 3: PLEB Legal Handbook is all text with no picture.

Mr. Salvador confirmed that the inside cover of PLEB Legal Handbook is all text only, in black color.

Ms. Emele P. Balledo, Color1 Digital Inc. Representative, inquired if they are going to submit SLCC per lot or only one (1) SLCC as a whole.

Ms. Cañafranca answered that they can submit only one (1) SLCC for the three (3) lots, provided that it covers the required amount. She also reminded the prospective bidders that the financial proposal should be on a per lot basis.

Ms. Balledo further asked if the Statement of Ongoing Projects include projects with private companies.

Ms. Cañafranca said that the Statement of Ongoing Projects should include all ongoing contracts with private and government entities.

Ms. Balledo queried if they need to submit sample of poster in Sintra Board as evidence of compliance for Lot 2.

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Ms. Cañafranca replied that they can submit just a previously printed poster, not necessarily sintra board material.

Ms. Celebre of Transprint Corporation said that they are currently on the process of renewing their PhilGEPS Registration. She asked what they are going to submit during the Opening of Bids.

Ms. Cañafranca answered that they can submit Class "A" documents enumerated in the Bidding Documents.

Ms. Balledo asked for clarification regarding the timeline of the printing of materials.

Mr. Salvador said that they will review the said timeline and will issue a Bid Bulletin, if necessary.


ASec. Echiverri asked if there are further questions from the prospective bidders.

The prospective bidders answered none.


#### IV. ADJOURNMENT:

Having no other business to discuss, the Body adjourned the meeting at 2:22 in the afternoon.

Prepared by:

  
**DORIS G. LABOG**  
 Member, COBAC Secretariat

Noted by:

  
**MS. ELNORA A. VELASCO**  
 Head, COBAC Secretariat

  
**RICOJUDGE JANVIER M. ECHIVERRI**  
 Chairperson, COBAC