

Republic of the Philippines  
 Calamba Water District  
 Lakeview Subd., Halang, Calamba City  
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## Minutes of the Pre-Bid Conference for the Supply and Delivery of Various IT Equipment and Accessories of Different Departments (Bidding) (CWD 39-2020) (Php 5,887,797.00)

**Present were:**

MR. EDWIN L. CARTAGO	----	BAC Chairman
ENGR. JOSELITO A. GILLERA	----	BAC Vice Chairman
MS. REMEDIOS L. MARFORI	----	BAC Member
MS. MERCEDES A. CARREON	----	BAC Member
MS. MARIA CARMELA M. ELEPAÑO	----	BAC Member
ENGR. ELIZALDY O. NOVILLOS	----	BAC Member
MR. CEFERINO O. LEGASPI	----	TWG Head
MR. RONNIE G. SIERVA	----	BAC Secretariat Head

**Absent**

MS. BEVERLY JOY B. ACIERTO	----	BAC Secretariat Member
MR. ANATOLIO C. MAIQUEZ	----	CWD Association

**End-user/s:**

MR. EMMANUEL T. SALVADOR	----	Administrative Department
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**Bidder/s:**

1. Mr. Jave Rey	----	Rose Lian Trading
2. Ms. Leizel Robles	----	Rose Lian Trading
3. Ms. Charito Mujer	----	Ladymaine Enterprises
4. Ms. Marilyn Senica	----	Ladymaine Enterprises

1. **BUSINESS MATTERS:**

2. There being a quorum, the pre-bid conference for Supply and Delivery of Various IT
3. Equipment and Accessories of Different Departments (Bidding) (CWD 39-2020) started
4. at exactly 03:10pm on December 2, 2020, at the 2<sup>nd</sup> Floor of CWD Warehouse Building,
5. Lakeview Subdivision, Halang, Calamba City, Laguna.
6. Mr. Cartago, being the BAC Chairman, presided the meeting.
7. It was noted that invitations were sent to the Commission on Audit – Water District Group,
8. Laguna Chamber of Commerce and Industry, and Philippine Association of Legitimate
9. Service Contractors (PALSCON) to act as observers to the proceedings but no-one attended
10. the meeting.
11. The body was notified that a bid bulletin was issued by the BAC dated November 24, 2020.
12. The prospective bidders were acknowledged by the Chairman. The BAC Officers, Members
13. and end-user were introduced as well.
14. The body was told that an original copy and three (3) copies of the original documents
15. marked as copy 1, 2 and 3 with signature of the authorized representative on all pages of the
16. documents must be submitted. It was also stressed that the revised omnibus should be
17. submitted.
18. Further, it was mentioned that only one (1) representative per company may be allowed to
19. attend during the opening of bids in compliance with the minimum health standards
20. implemented.
21. Documents required by the CWD legal counsel were also discussed. It was cited that the
22. contract agreements shall be notarized by aforementioned at 1% of the contract amount.
23. The chairman told the body that opening of bids for this project will be on December 14,
24. 2020 @ 4:00pm as per issued addendum #1.

25. It was stressed that the project is divided into two (2) lots thus partial bid is allowed.
26. Upon discussion with the technical specifications, it was mentioned that the specifications for
27. laptops were more or less based on Acer brand. Nonetheless, the bidder has the option to
28. offer whatever brand as long as it complies with the given specifications.
29. Mr. Cartago told the prospective bidders that a written inquiry may still be submitted through
30. the BAC Secretariat within the allowable period as prescribed under RA 9184.
31. It was noted that the basis of bid offer shall be the total amount of lot.
32. Dot matrix printer's model was also identified since this is intended for printing of billing
33. notices.
34. On items 13, 14 16 & 17, it was noted that these are almost end of line as mentioned by the
35. prospective bidder, Rose-lian.
36. Lastly, the prospective bidders were reminded to indicate in the envelope they are to submit
37. the corresponding lot they will be participating.
38. There being no other matters to be discussed, the pre-bid conference for the Supply and
39. Delivery of Various IT Equipment and Accessories of Different Departments (Bidding)
40. (CWD 39-2020) was adjourned at exactly 03:43pm.
41. I hereby certify to the correctness of the foregoing minutes.

  
RONNIE G. SIERVA  
BAC Secretariat Head

Noted by:

  
EDWIN L. CARTAGO  
BAC Chairman