

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 JANITORIAL SERVICES FOR THE CALENDAR YEAR 2019 (CWD 46-2018) (ABC Php2,253,283.20)

Present were:

ENGR. JOSELITO A. GILLERA	----	BAC Chairman
MS. REMEDIOS L. MARFORI	----	BAC Vice Chairman
MS. MERCEDES A. CARREON	----	BAC Member
MS. CARMELA M. ELEPAÑO	----	BAC Member
MS. GONZALA C. MANE	----	BAC Member
MR. RONNIE G. SIERVA	----	BAC Secretary

Absent:

MR. ALEX ESPIEL	----	CWD Association
ENGR. ELIZALDY O. NOVILLOS	----	TWG Head

End User/s:

1. MS. REMEDIOS L. MARFORI	----	Administrative Department
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Bidder/s


1. MS. MARION M. MAALA	----	D' Triumph Cleaners & Allied Services Inc.
2. MS. ERLY VILLAFANE	----	Cleanmatic Manpower Services
3. MR. MARK BAMBA	----	Cleanmatic Manpower Services

1. I. BUSINESS MATTERS:

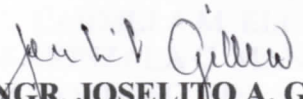
1. There being a quorum, the **pre-bid conference** for the **Supply and Delivery of Janitorial**
2. **Services for the Calendar year 2019** started at exactly 09:23AM at the 2nd Floor of CWD
3. Warehouse Building, Lakeview Subdivision Halang Calamba City, Laguna.

4. Ms. Elepaño led the Prayer invoking for Divine Guidance.
5. The BAC Chairman acknowledged the present prospective bidders and introduced the
6. members and officers of the BAC.
7. During the discussion, the Chairman has emphasized that any missing document is a ground
8. for disqualification.
9. The body was likewise informed that an authorization in the form of Board Resolution and
10. Secretary Certificate must be issued to the authorized representative of the company upon
11. purchasing the bidding documents.
12. Engr. Gillera has notified the present bidders that ongoing government contracts must be
13. supported with a notice of award or notice to proceed. On the other hand, ongoing private
14. contract must be supported with a purchase order. While, contract similar to the project must
15. be supported with the end user's acceptance or sales invoice.
16. It was also clarified that a word comply must be indicated in every specified technical
17. specifications.
18. The Chairman has also advised the present bidder's that the official format of bid form must
19. be used in preparation of the financial proposal.
20. The documents being required by the Legal Counsel during contract preparation were
21. discussed as well. The list of the said documents will be indicated in the addendum that will
22. be issued by the BAC.
23. For similar contracts done within one (1) year, the Chairman has clarified that the counting
24. will be from October 2018 back to October 2017.
25. For queries regarding the clearances and contents of the terms of reference, the BAC will
26. issue a corresponding bid bulletin upon thorough deliberation with the end user.
27. For further questions and inquiries, Engr. Gillera has informed the prospective bidders to

- 28. write the BAC not later than three (3) days after the conduct of the pre-bid conference.
- 29. There being no other matters to be discussed, the **pre-bid conference** for the **Supply and**
- 30. **Delivery of Janitorial Services for the Calendar year 2019** was adjourned at exactly
- 31. 10:51AM.
- 32. I hereby certify to the correctness of the foregoing minutes.


RONNIE G. SIERVA
BAC Secretary

Noted by:


ENGR. JOSELITO A. GILLERA
BAC Chairman

Cc: OGM _____

BOD _____