

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 TWO (2) UNITS  
 SERVICE VEHICLE - FOUR (4) WHEELER DROP  
 SIDE TRUCK WITH TAIL LIFT (BIDDING)  
 (CWD 44-2018) (ABC Php 4,000,000.00)**

**Present were:**

ENGR. JOSELITO A. GILLERA	----	BAC Chairman
MS. REMEDIOS L. MARFORI	----	BAC Vice Chairman
MS. CARMELA M. ELEPAÑO	----	BAC Member
MS. GONZALA C. MANE	----	BAC Member
ENGR. ELIZALDY O. NOVILLOS	----	TWG Head
MR. RONNIE G. SIERVA	----	BAC Secretary

**Absent:**

MS. MERCEDES A. CARREON	----	BAC Member
MR. ALEX ESPIEL	----	CWD Association

**End User/s:**

1. ENGR. KRISTINE CERVANCIA	----	Engineering Department
2. MR. FRANCIS LEUS	----	Engineering Department

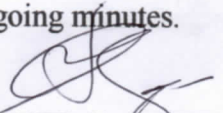
**Bidder/s:**

1. Mr. Jay Cosico	----	Isuzu San Pablo
2. Ms. MJ Asuncion	----	Foton Marilao
3. Ms. Jem Seco	----	Foton Marilao
4. Mr. Jake Ladra	----	Hino Batangas
5. Mr. Nelson Dumaculangan	----	Hino Batangas
6. Mr. Jinggoy Bagabaldo	----	Hyundai Alabang
7. Mr. Roland Dumlao	----	Hyundai Alabang
8. Mr. Joseph T. Ramos	----	Hyundai Alabang
9. Mr. Jim Andaya	----	Isuzu Quezon Avenue (INTECO)
10. Ms. Phoebe Laroya	----	Mitsubishi Calamba
11. Ms. Cecille Velasco	----	Mitsubishi Calamba

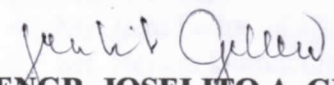
**1. I. BUSINESS MATTERS:**

1. There being a quorum, the Pre-Bid Conference for the **Supply and Delivery of Two (2)**
2. **units Service Vehicle - Four (4) Wheeler Drop Side Truck with Tail Lift (Bidding)**
3. **(CWD 44-2018)** was called to order at exactly 01:27 P.M on October 5, 2018, at the 2<sup>nd</sup>
4. Floor of CWD Warehouse Lakeview Subdivision Halang Calamba City.
5. Ms. Elepaño led the Prayer invoking for Divine Guidance.
6. The Officers and Members of the BAC were introduced by the Chairman. Representatives of
7. the requesting department and the present prospective bidders were likewise acknowledged.
8. The eligibility, technical and financial requirements were discussed by the Chairman.
9. For ongoing government and private contracts - it was emphasized that government contracts
10. must be supported with a notice of award or a notice to proceed. On the other hand, ongoing
11. private contracts must be supported by a purchase order. While awarded private contracts
12. must be provided with a contract, invoice, and end users acceptance or official receipt.
13. The body was also informed that an authorization in the form of board resolution and
14. secretary certificate must be issued to the representative of the company who will purchase
15. the bidding documents.
16. On the financial component - it was clarified that the bid amount does not need to be
17. itemized. Additionally, the attendees were informed that the tail lift will be loaded with
18. various construction materials and equipment.
19. On queries raised with the technical specifications - the BAC Chairman has informed the
20. body that discussions will be made with the end user. And that a corresponding bid bulletin
21. will be issued not later than October 10, 2018 if necessary.
22. The prospective bidders were reminded as well that one (1) original copy of the documentary
23. requirements and three (3) copies of the original document with signature of the company's

- 24. authorized representative on each page must be submitted.
- 25. Additional documentary requirements under clause 29.2 were discussed as well.
- 26. On the other hand, the prospective bidders were notified of the documents being required by
- 27. CWD Legal Counsel for the preparation of the contract agreement such as; Secretary
- 28. Certificate, Board Resolution, Certification of Incumbent Officers, Latest General
- 29. Information Sheet, Articles of Incorporation, By Laws, SEC Registration and Copy of Two
- 30. (2) valid government ID's of the authorized signatory.
- 31. The Chairman has also pointed out that incomplete copy of the required number of envelopes
- 32. is a ground for disqualification. However, bid envelopes that are not properly sealed and
- 33. marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly
- 34. authorized representative shall acknowledge such condition of the bid as submitted. The
- 35. BAC or the Procuring Entity shall assume no responsibility for the misplacement of the
- 36. contents of the improperly sealed or marked bid, or for its premature opening.
- 37. There being no other matters to be discussed, the Pre-Bid Conference for the **Supply and**
- 38. **Delivery of Two (2) units Service Vehicle - Four (4) Wheeler Drop Side Truck with Tail**
- 39. **Lift (Bidding) (CWD 44-2018)** was adjourned at exactly 02:11 PM.
- 40. 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 \_\_\_\_\_