

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 2020 (Bidding)
 (CWD 45-2019) (ABC Php 2,426,928.00)**

Present were:

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

Absent:

| | | |
|----------------------|------|-----------------|
| MR. ALEX ESPIEL | ---- | CWD Association |
| MR. EDWIN L. CARTAGO | ---- | BAC Chairman |

End User/s:

| | | |
|----------------------------|------|---------------------------|
| 1. MS. REMEDIOS L. MARFORI | ---- | General Services Division |
|----------------------------|------|---------------------------|

Bidder/s:

| | | |
|------------------------|------|---|
| 1. MR. PETER G. JAYCO | ---- | Cancu Enterprises & Gen. Services Incorporated |
| 2. MR. ELVIN F. RUBISO | ---- | D' Triumph Cleaners & Allied Services |

1. I. BUSINESS MATTERS:

2. There being a quorum, the **pre-bid conference for the Supply and Delivery of Janitorial**
3. **Services for the Calendar Year 2020 (Bidding) (CWD 45-2019)** started at exactly
4. 01:40pm on October 10, 2019 at the 2nd Floor of CWD Warehouse Building, Lakeview

5. Subdivision Halang Calamba City, Laguna.
6. Ms. Carreon led the Prayer asking for Divine Guidance.
7. With the absence of the BAC Chairman, Engr. Gillera being the Vice Chairman
8. presided the meeting.
9. The Officers and Members of the BAC were introduced by Engr. Gillera. The present bidders
10. were acknowledged as well.
11. The prospective bidders listed in the Philgeps DRL were mentioned by the Vice Chairman.
12. It was discussed that invitations were sent to the Commission on Audit, Laguna Chamber of
13. Commerce and Industry, and Reaz Manpower and General Services Inc to act as observers
14. but no-one was present.
15. **MEETING PROPER**
16. Engr. Gillera has explained that the requirement for the project are ten (10) personnel; that
17. the duration of the contract shall be from January 1, 2020 up to December 31, 2020.
18. Furthermore, the cost of the bidding documents is Php 5,000.00.
19. Upon discussion of the technical specifications, the representative from D' Triumph Cleaners
20. & Allied Services has mentioned that the assigning of personnel –as to male or female
21. depends on the nature of work. It was also cited that the age requirement of their agency is up
22. to 45 years old only.
23. Upon thorough deliberation, the body was notified that necessary corrections with the
24. technical specifications will be made and a corresponding bid bulletin will be issued by the
25. BAC.
26. It was likewise discussed that under item number 3 of the technical specifications,
27. requirement's stated under staffing shall be submitted only by the winning bidder.
28. Issues regarding the delay in the submission of billing statement by the present service


29. provider was raised by the end user.
30. On essential job functions – the representative from D' Triumph Cleaners & Allied Services
31. has mentioned that there are some cases on other companies that the assigned utility/s deposit
32. and withdraw cash from banks which should not be part of their function.
33. The end user has notified the body that during unavoidable circumstances, assigned utilities
34. at CWD are not allowed to go outside of their designated area/s that will have to cross the
35. highway/provincial road.
36. The prospective bidders were advised by the Vice Chairman that one (1) original and three
37. (3) copies of the original documents with signature of the authorized representative on all
38. pages must be submitted on or before the scheduled opening of bids.
39. In addition, a copy of the bidding documents must be purchased prior to the submission of
40. bid.
41. Meanwhile, upon deliberation of the bid data sheet under clause 29.2 – the prospective
42. bidders were notified that a corresponding bid bulletin will be issued by the BAC for
43. necessary corrections.
44. It was also explained by Engr. Gillera that the documentary requirements stated under clause
45. 32.4 (f) of the bid data sheet shall be submitted only by the lowest calculated and responsive
46. bidder.

47. There being no other matters to be discussed, the **pre-bid conference** for the **Supply and**

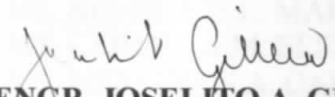
48. Delivery of Janitorial Services for the Calendar Year 2020 (Bidding) (CWD 45-2019).

49. was adjourned at exactly 02:46pm.

50. I hereby certify to the correctness of the foregoing minutes.


RONNIE G. SIERVA
BAC Secretary

Noted by:


ENGR. JOSELITO A. GILLERA
BAC Vice Chairman

Cc: OGM _____

BOD _____