

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  
 MOBILE GENERATOR SET 25KVA WITH  
 COMPLETE ACCESSORIES (BIDDING)  
 (CWD 17-2019) (ABC Php 1,100,000.00)**

Present were:

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

Absent:

ENGR. JOSELITO A. GILLERA	----	BAC Vice Chairman
MR. ALEX ESPIEL	----	CWD Association

End User:

ENGR. ELIZALDY O. NOVILLOS	----	TWG Head
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Bidder/s:

1. Hexagon Mechanelec Systems Inc.	----	Ms. Ma. Juvy Cabareta
2. Hexagon Mechanelec Systems Inc.	----	Ms. Shiela Jane Balasabas
3. BMT	----	Mr. Bong Banda
4. Power Access	----	Mr. Marvin Buedas
5. Trade Venture	----	Mr. Magbanua
6. LICHT Industrial Corporation	----	Ms. Rhonela Valerio

**1. I. BUSINESS MATTERS:**

1. There being a quorum, the **pre-bid conference** for the **Supply and Delivery of Two (2)**
2. **units Mobile Generator Set 25KVA with Complete Accessories (Bidding) (CWD 17-**
3. **2019)** started at exactly 01:23PM on June 3, 2019, at the 2nd Floor of CWD Warehouse
4. Building, Lakeview Subdivision Halang Calamba City, Laguna.
5. Ms. Elepaño led the prayer asking for Divine Guidance.

**6. II. MEETING PROPER**

7. Mr. Cartago being the BAC Chairman presided the meeting.
8. It was mentioned that the opening of bids is scheduled on June 17, 2019 at 01:00pm.
9. The body was notified that observers were invited from the Commission on Audit, Laguna
10. Chamber of Commerce and Industry and Philippine Society of Mechanical Engineers.
11. The different prospective bidders registered in the Philgeps documentary request list were
12. mentioned by Mr. Cartago.
13. The present bidders, the observer from PSME, and the members and officers of the BAC
14. were acknowledged by the Chairman.
15. The prospective bidders were reminded to be on-time during the opening of bids.
16. It addition, each page of the submitted documents must be signed by the authorized
17. representative.
18. The prospective bidders were also told that one (1) original copy and three (3) copies of the
19. original documents must be submitted.
20. The Chairman has also mentioned that a pass/fail criteria and presence and absence of the
21. required documents will be strictly observed during the opening of bids.
22. On engine and alternator – most bidders have cited that only mechanical actuated is available
23. for 25KVA generator.

24. On the other hand, a prospective bidder has mentioned that there is an available mechanical
25. and electronic actuated for the required genset.
26. On general description – it was agreed that the trailer mounted is single axle.
27. The prospective bidders were notified that the engine and alternator shall be four (4)
28. cylinders.
29. Mr. Cartago has likewise reminded that prospective bidders to purchase a copy of the bidding
30. documents prior to the submission of documentary requirements.
31. At this point a prospective bidder inquired if there is a standby cable that will be connected
32. to the generator set.
33. The end user has informed the body that there is already an available cable, and that only the
34. equipment is being required.
35. The body was also advised that the delivery area is accessible for their delivery truck.
36. On Clause 29.2 Section III – the Chairman was notified that the documentary requirements
37. under the clause will be submitted as post qualification requirements.
38. On the other hand, the documentary requirements under Clause 32.4 (f) of Section III will be
39. submitted by the winning bidder.
40. It was also mentioned that a bid bulletin will be issued by the BAC wherein the following
41. documents will be part of Philgeps Certificate of Registration; Mayor's/Business Permit, Tax
42. Clearance, SEC Registration, and latest Audited Financial Statement.
43. A prospective bidder has inquired if it is acceptable to offer a generator set more than
44. 25KVA.
45. The concerned bidder was notified that it is acceptable to offer more than 25KVA for as long
46. as it will not exceed the required rate.
47. The Chairman has also cited to indicate comply in the technical specifications.

48. It was discussed that it is not mandatory to have a representative during the opening of bids  
49. for as long as the required documents are submitted prior to the date and time of opening of  
50. bids.

51. In addition, it was noted that the purchase of the bidding documents is available until the  
52. time of opening of bids.

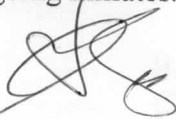
53. A prospective bidder was hopeful that the BAC will not just consider the amount of the bid  
54. but the origin of the product as well to ensure quality.

55. Finally, the Chairman has informed the body that should there is a need to issue a bid  
56. bulletin, it will be posted within two (2) to three (3) days.


57. There being no other matters to be discussed, the **pre-bid conference for the Supply and**  
58. **Delivery of Two (2) units Mobile Generator Set 25KVA with Complete Accessories**

59. **(Bidding) (CWD 17-2019)** was adjourned at exactly 02:04PM.

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

  
**RONNIE G. SIERVA**  
BAC Secretary

Noted by:

  
**MR. EDWIN L. CARTAGO**  
BAC Chairman

Cc: OGM \_\_\_\_\_

BOD \_\_\_\_\_