

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 of Services of an Event Organizer for CWD Family Day 2019 (CWD 39-2019) (Bidding) (ABC Php 1,329,920.00)

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
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Sick Leave:

MR. EDWIN L. CARTAGO	----	BAC Chairman
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End User's:

1. MR. NOEL CAPULONG	----	Special Events Committee
2. MS. MARIA ANA DE OCAMPO	----	Special Events Committee
3. MS. CRISTINA GONZALES	----	Special Events Committee

Bidder/s:


1. MS. REINALYN GATMAITAN	----	Thermozone Philippines Inc.
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**1. I. BUSINESS MATTERS:**

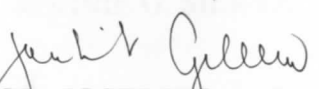
1. There being a quorum, the **pre-bid conference** for the **Supply of Services of an Event Organizer for CWD Family Day 2019 (Bidding) (CWD 39-2019)** started at exactly
2. **01:30pm** on October 4, 2019, at the 2nd Floor of CWD Warehouse Building, Lakeview

4. Subdivision Halang Calamba City, Laguna.
5. With the absence of the BAC Chairman, Engr. Gillera being the BAC Vice Chairman
6. presided the meeting.
7. The body was acknowledged by Engr. Gillera.
8. Upon thorough deliberation of the terms of reference particularly specifications under meals,
9. the body has agreed to amend the terms stated therein which should read as follows; *iii.*
10. *Specifications - 1. AM Snack –Sandwich and bottled water (300ml), 2. Lunch- Rice,*
11. *Vegetables, Meat (fish, beef, pork and chicken), dessert and drinks, 3. PM Snack –Pasta,*
12. *Drink's and iced candy, 4. Dinner –200 sets of packed bucket meals (6 pcs fried chicken –*
13. *3 pcs spicy and 3 pcs original flavor, 3 rice, 3 side dishes and 3 regular soft drinks)*
14. It was also discussed that the lunch will be served with iced tea through buffet.
15. The SEC has informed the body that the resort will be exclusive to CWD.
16. In addition, the members of the Committee have mentioned that bringing of alcoholic drinks
17. is strictly prohibited; that the said drinks are available inside the resort.
18. On Photographer and Photo Printing with Album – the present bidder was informed that the
19. photo album must be submitted to CWD Special Events Committee one (1) week after the
20. event.
21. On coordinator/ Host – it was agreed that a maximum of ten (10) coordinators shall be
22. provided by the supplier.
23. On the other hand, it was discussed that the short program will last for about an hour.

- 24. There being no other matters to be discussed, the **pre-bid conference** for the **Supply of**
- 25. **Services of an Event Organizer for CWD Family Day 2019 (Bidding) (CWD 39-2019)**
- 26. was adjourned at exactly 02:48pm.
- 27. 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 \_\_\_\_\_