

Republic of the Philippines
 Calamba Water District
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**Minutes of the Pre-bid Conference for the
 SUPPLY OF SERVICES OF AN EVENT
 ORGANIZER FOR CWD COMPANY OUTING
 AND TEAM BUILDING 2019 (BIDDING)
 (CWD 10-2019) (ABC Php 1,756,900.00)**

Present were:

MR. EDWIN L. CARTAGO	----	BAC Chairman
ENGR. JOSELITO A. GILLERA	----	BAC Vice Chairman
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:

MS. REMEDIOS L. MARFORI	----	BAC Member
MR. ALEX ESPIEL	----	CWD Association

End User:

1. MR. EMANUEL B. CAPULONG	----	Special Events Committee Head
2. MS. MARIA ANA S. DE OCAMPO	----	Special Events Committee Member
3. MS. JEWELL O. PRECILLA	----	Special Events Committee Member

Bidder/s:

1. MS. REYNALYN P. GATMAITAN	----	THERMOZONE PHILIPPINES CORP
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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**
2. **Organizer for CWD Company Outing and Team Building 2019 (Bidding) (CWD 10-**
3. **2019)** started at exactly 10:02am on April22, 2019, at the 2nd Floor of CWD Warehouse

4. Building, Lakeview Subdivision Halang Calamba City, Laguna.
5. Ms. Carreon led the Prayer invoking for Divine Guidance.
6. The Chairman has discussed that the target date of the company outing and team building is
7. June 7-8, 2019. And that the area is Club Balay Isabel Talisay Batangas.
8. The body was informed that invitations were sent to Laguna Chamber of Commerce and
9. Industry, Pansol Tourism Society and Commission on Audit to act as observers in the
10. proceedings but no one attended the meeting.
11. Mr. Cartago likewise informed the body of the prospective bidders listed in the Philgeps
12. document request list.
13. The presence of the BAC Members and Officers, Special Events Committee Members and
14. the prospective bidder were acknowledged by the Chairman.
15. It was also noted that the project was posted to Philgeps dated April 15, 2019 and will close
16. on May 6, 2019 with an ABC of Php 1,756,900.00.
17. The prospective bidder was reminded that the scheduled opening of bids is May 6, 2019 at
18. 9:00am; to submit the documentary requirements ahead of the opening date to avoid
19. disqualification due to late submission of bids.
20. The Chairman has informed that the total number of employees was not indicated in the
21. invitation. However, the ABC is intended for 250 employees.
22. It was discussed that a bid bulletin will be issued for the exact number of participants which
23. will be based on the result of the survey being conducted.
24. The Vice Chairman has emphasized that the bid proposal shall be on a per-head basis.
25. An orientation with the participants was suggested as to the amenities of the venue for
26. familiarization.
27. The Chairman has also informed the body that an addendum shall be issued for the venue

28. which shall state "Club Balay Isabel Talisay Batangas".
29. Engr. Gillera has suggested making the bid proposal separately for venue and transportation.
30. The prospective bidder was once again reminded that one (1) copy original document and
31. three (3) copies of the original document with signature of the authorized representative on
32. each page must be submitted.
33. It was likewise emphasized by the Chairman that the original document shall prevail; that a
34. pass/fail criteria shall be observed.
35. In addition, it was discussed that pages number two (2) and three (3) of the Philgeps platinum
36. membership must be submitted for verification of the expiration of pertinent documents.
37. Moreover, propose sealing and markings must be observed according to the BAC Chairman.
38. Once again, a bid bulletin shall be issued on item B. Transportation under CWD outing terms
39. of reference which shall state "the means of transport will be in a form of five (5),
40. forty-eight (48) to fifty (50) – seater, fully air-conditioned tourist bus which would
41. accommodate 250 participants and one (1) Super Grandia or NV350 Premium Van.
42. It was also noted that a bid bulletin shall be issued not later than Wednesday - April 25, 2019.
43. Additional to the bid bulletin are – the busses and the van must be at the departure area on or
44. before 5:00am and that the time of departure is 6:00am.
45. The prospective bidder has suggested making an adjustment with the sizes of the t-shirts
46. considering that a dry-fit fabric is required.
47. It was likewise discussed that the staffs on official duty shall be provided with their own
48. Shirts.
49. Moreover, a memorandum shall be issued for the official drop-off/unloading areas.
50. Upon deliberation of the terms of reference for the team building, it was noted that a bid
51. bulletin shall be also issued indicating "the organizer shall provide six (6) facilitators for the

52. team building". The addendum will be inserted after the tokens and prizes.

53. The Special Events Committee Members were given until April 24, 2019 after lunch to

54. identify additional adjustments in the terms of reference for the issuance of bid bulletin.

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

56. **Services of an Event Organizer for CWD Company Outing and Team Building 2019**

57. **(Bidding) (CWD 10-2019)** was adjourned at exactly 11:30am.

58. 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 _____