

Republic of the Philippines
 Calamba Water District
 Lakeview Subd., Halang, Calamba City
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**Minutes of the Pre-Bid Conference for the
 Outsourcing of Ten (10) Personnel to Perform the
 Distribution of Water Bills within the Service Areas of
 the District (Rebidding) (CWD 07-2020)
 (ABC Php 1,525,056.00)**

Present were:

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

MR. ALEX ESPIEL	----	CWD Association
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1. **BUSINESS MATTERS:**

2. There being a quorum, the **pre-bid conference** for the **Outsourcing of Ten (10) Personnel**
3. **to Perform the Distribution of Water Bills within the Services Areas of the District**
4. **(Rebidding) (CWD 07-2020)** started at exactly 01:50pm on February 20, 2020, at the
5. 2nd Floor of CWD Warehouse Building, Lakeview Subdivision Halang Calamba City,
6. Laguna.


7. II. MEETING PROPER

8. Mr. Cartago being the BAC Chairman presided the meeting.
9. The prospective bidder listed at Philgeps DRL was mentioned by the Chairman.
10. It was also noted that invitations were sent to the Commission on Audit, Laguna
11. Chamber of Commerce and Industry and Philippine Association of Legitimate Service
12. Contractors (PALSCON) to act as observers to the proceedings but no-one attended the
13. meeting.
14. Mr. Cartago likewise mentioned that a notice of postponement was issued by the BAC dated
15. February 18, 2020 moving the date of pre-bid conference and opening of bids to February 20,
16. 2020 @ 01:00pm and March 03, 2020 @ 01:00pm respectively.
17. It was noted that no prospective bidder attended the pre-bid conference.

18. III. OTHER MATTERS


19. The BAC Chairman mentioned that a new set of BAC Members, Technical Working Group
20. and Secretariat was approved by the Calamba Water District Board of Directors during their
21. last board meeting. However, it shall take effect upon issuance of the Memorandum Circular
22. by the Office of the General Manager.
23. The new list of officers and members are as follows; BAC Chairman – Mr. Edwin L.
24. Cartago, Vice Chairman – Engr. Joselito A. Gillera; BAC Members – Ms. Remedios L.
25. Marfori, Ms. Mercedes A. Carreon, Ms. Carmela M. Elepaño and Engr. Elizaldy O. Novillos;
26. BAC Secretariat Head – Mr. Ronnie G. Sierva; Co-TWG Head – Engr. Fernando Arellano Jr.
27. for the technical side and Mr. Ceferino Legaspi for the documentation and post qualification;
28. TWG Members are - Mr. Orlando Pizarra, Ms. Rozainee Dumalo, Mr. Emmanuel Capulong
29. for the side of legal aspects, Ms. Lorna Siman and Mr. Patricio Cruzada.
30. On the other hand, upon appointment of Ms. Siman as procurement analyst, she will

31. immediately perform as secretary to the BAC Secretariat Head considering that she has ten
32. (10) years of experience on the said position.
33. Meanwhile, Engr. Novillos was instructed to finish the ongoing post qualification on various
34. projects that were already transmitted to the BAC Technical Working Group prior to the start
35. of his new appointment as BAC Member.
36. Conversely, upon deliberation of the BAC with the meticulous validation conducted with the
37. Department of Trade and Industry (DTI) regarding the coverage of goods that can be
38. supplied by **Klick Lucky Marketing**, the BAC has resolved the compliance of **Klick Lucky**
39. **Marketing's** DTI Permit for the project **Supply and Delivery of Handheld Pavement**
40. **Breaker (2nd Posting) (CWD 18-2019) (SVP).**
41. There being no prospective bidder and no other matters to be discussed, the **pre-bid**
42. **conference for the Outsourcing of Ten (10) Personnel to Perform the Distribution of**
43. **Water Bills within the Services Areas of the District (Rebidding) (CWD 07-2020)** was
44. adjourned at exactly 02:39pm.
45. I hereby certify to the correctness of the foregoing minutes.



RONNIE G. SIERVA
BAC Secretary

Noted by:



MR. EDWIN L. CARTAGO
BAC Chairman