

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 Goods, Catering Services and Raffle Prizes for CWD's Year-End Activity (CWD 74-2020) (ABC Php 2,231,807.00)

Present were:

MR. EDWIN L. CARTAGO	----	BAC Chairman
ENGR. JOSELITO A. GILLERA	----	BAC Vice Chairman
MS. MARIA CARMELA M. ELEPAÑO	----	BAC Member
MS. MERCEDES A. CARREON	----	BAC Member
ENGR. ELIZALDY O. NOVILLOS	----	BAC Member
MR. CEFERINO O. LEGASPI	----	TWG Head
MR. RONNIE G. SIERVA	----	BAC Secretariat Head
MS. BEVERLY B. ACIERTO	----	BAC Secretariat Member

On official leave:

MS. REMEDIOS L. MARFORI	----	BAC Member
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Absent

MR. ALEX ESPIEL	-----	CWD Association
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End User/s:

MS. JULIANA S. HACA	-----	Chairman – Special Events Committee
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Bidder/s:

1	Ms. Rosalinda Aruelo	-----	Antony's Catering
2	Ms. Monette Patiga	-----	Cloee Trading
3	Ms. Emma Delos Santos	-----	CDLS Homestyle Cooking

1. **BUSINESS MATTERS:**
2. There being a quorum, the **pre-bid conference** for the **Supply and Delivery of Goods,**
3. **Catering Services and Raffle Prizes for CWD's Year-End Activity (CWD 74-2020)**
4. started at exactly 09:36am on October 23, 2020, at the 2nd Floor of CWD Warehouse
5. Building, Lakeview Subdivision Halang Calamba City, Laguna.
6. Ms. Elepaño led the Prayer asking for Divine Guidance.
7. Mr. Cartago being the BAC Chairman presided the meeting.
8. It was cited that the project has an ABC of Php 2,231,807.00.
9. The body were notified that invitations were sent to the Commission on Audit – Laguna
10. Water District Group, Laguna Chamber of Commerce and Industry, and Pansol Tourism
11. Council to act as observers to the proceedings. Unfortunately no-one attended the meeting.
12. The prospective bidders listed at the Philgeps DRL were mentioned too by the Chairman.
13. On the other hand, the present prospective bidders were acknowledged by Mr. Cartago; the
14. BAC Officers and Members, as well as the end user were also introduced.
15. It was clarified that the project is a single lot; that there will be no gathering nor mass
16. Celebration during the delivery of the goods and services.
17. The prospective bidders were reminded that a pass/fail criteria is strictly being observed by
18. the BAC; to synchronized their time pieces with the clock that is being observed by the BAC
19. because late bids shall be marked late; to submit the required documentary requirements with
20. proper sealings and markings prior to the scheduled opening of bids; that one (1) original and
21. three (3) copies of the original documents with signature of the authorized signatory on every
22. page must be submitted; that the original documents shall prevail; that the original document
23. must be marked as original copy; that the schedule of opening of bids is on November 04,
24. 2020 at exactly 10:00am; that only one (1) representative per company will be allowed to

25. attend the opening of bids; that prospective bidders must purchase a copy of the bidding
26. documents prior to the submission of bids; and that written inquiries may be submitted to the
27. BAC Secretariat within the allowable time as prescribed under RA9184.
28. It was also noted that a copy of the bidding documents and terms of reference may be
29. downloaded from the Calamba Water District Website.
30. Upon discussion of the terms of reference, it was cited that the end-user will thoroughly
31. check the requirement for the raffle prizes being the primary concern of the prospective
32. bidders.
33. The Chairman on the other hand has mentioned that a corresponding bid bulletin shall be
34. issued if so required.
35. There being no other matters to be discussed, the **pre-bid conference** for the **Supply and**
36. **Delivery of Goods, Catering Services and Raffle Prizes for CWD's Year-End Activity**
37. **(CWD 74-2020)** was adjourned at exactly 10:34am.
38. I hereby certify to the correctness of the foregoing minutes.



RONNIE G. SIERVA
BAC Secretary

Noted by:



MR. EDWIN L. CARTAGO
BAC Chairman