

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 Janitorial Services for the
 Calendar Year 2021 (CWD 45-2020)
 (ABC Php 2,513,283.96)**

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
ENGR. ELIZALDY O. NOVILLOS	----	BAC Member
MR. CEFERINO O. LEGASPI	----	TWG Head
MR. RONNIE G. SIERVA	----	BAC Secretariat Head

On official leave:

MS. MARIA CARMELA M. ELEPAÑO	----	BAC Member
MS. BEVERLY B. ACIERTO	----	BAC Secretariat Member

Absent

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

MR. EMMANUEL SALVADOR	-----	Administrative Department
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Bidder/s:


1	Mr. Charlie Guevarra	-----	D' Triumph Cleaners and Allied Services Inc.
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1. **BUSINESS MATTERS:**

2. There being a quorum, the **pre-bid conference for the Supply and Delivery of Janitorial**

3. **Services for the Calendar Year 2021 (CWD 45-2020)** started at exactly 01:28pm on
4. October 09, 2020, at the 2nd Floor of CWD Warehouse Building, Lakeview Subdivision
5. Halang Calamba City, Laguna.
6. Ms. Carreon 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 2,513,283.96.
9. It was mentioned that the project was posted at Phigeps temporary portal due to the system
10. maintenance made by the said agency.
11. A bid bulletin under addendum number 1 was issued by the BAC dated September 29, 2020.
12. The body was informed that invitations were sent to the Commission on Audit – Water
13. District Group, Laguna Chamber of Commerce and Industry, and Philippine Association of
14. Legitimate Service Contractors (PALSCON) to act as observers to the proceedings but no
15. -one attended the meeting.
16. The prospective bidder was acknowledged by the Chairman. The BAC Officers and
17. Members were introduced as well.
18. It was also noted that two (2) prospective bidders have signified intention to participate in the
19. procurement process.
20. The Chairman has explained that an original copy and three (3) copies of the original
21. documents with signature of the authorized representative on all pages of the documents
22. must be submitted.
23. It was also emphasized that a pass/fail criteria is strictly being observed by the BAC.
24. On ongoing government and/or private contracts - it was explained that at least one (1) of the
25. listed project must be supported with contract and other necessary attachments as prescribed
26. under RA 9184.

27. In case of a tie, Mr. Cartago explained that a toss coin shall be observed. And if more than
28. two (2) bidders have the same financial offer, a raffle shall be made.
29. Clause 29.2 of Section III particularly the required certificate of completion was
30. highlighted.
31. On the other hand, it was discussed that the factor of computation for admin cost must not
32. Exceed 10% otherwise the bid shall be considered disqualified.
33. The Chairman has also mentioned that in the event of an emergency health issue such as the
34. current pandemic, a rapid test shall be required prior to delegation of a utility personnel. Both
35. the District and the Service Provider on the other hand are responsible on the assigned
36. utility in relation to health concerns.
37. The end user has likewise cited that a utility personnel must undergo proper training with the
38. service provider before being assigned to work.
39. Finally, it was explained that a written inquiry may be submitted to the BAC within an
40. allowable time as prescribed under RA9184.
41. There being no other matters to be discussed, the **pre-bid conference for the Supply and**
42. **Delivery of Janitorial Services for the Calendar Year 2021 (CWD 45-2020)** was
43. adjourned at exactly 02:11pm.
44. I hereby certify to the correctness of the foregoing minutes.


RONNIE G. SIERVA
BAC Secretary

Noted by:


MR. EDWIN L. CARTAGO
BAC Chairman