

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 Security Services for the
 Calendar Year 2021 (CWD 46-2020)
 (ABC Php 6,605,115.00)**

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
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	Ms. Paula Janice Garcia	-----	V8 Security Agency Corporation
2	Mr. Presly Derla	-----	Paceer Security Agency Inc.
3	Mr. Dennis Tan	-----	Paceer Security Agency Inc.

1. **BUSINESS MATTERS:**

2. There being a quorum, the **pre-bid conference** for the **Supply and Delivery of Security**
3. **Services for the Calendar Year 2021 (CWD 46-2020)** started at exactly 02:36pm on
4. October 09, 2020, at the 2nd Floor of CWD Warehouse Building, Lakeview Subdivision
5. Halang Calamba City, Laguna.
6. Mr. Cartago being the BAC Chairman presided the meeting.
7. It was cited that the project has an ABC of Php 6,605,115.00.
8. It was mentioned that the project was posted at Phigeys temporary portal due to the system
9. maintenance made by the said agency.
10. A bid bulletin under addendum no. 1 was issued by the BAC dated September 29, 2020.
11. The body was informed that invitations were sent to the Commission on Audit – Water
12. District Group, Laguna Chamber of Commerce and Industry, and Philippine Association of
13. Detective and Protective Agency Operators (PADPAO), Inc. to act as observers to the
14. proceedings but no-one attended the meeting.
15. The prospective bidder was acknowledged by the Chairman. The BAC Officers and
16. Members were introduced as well.
17. Since the project was posted at the temporary portal, it was explained that the bidding
18. documents and other related files are available and can be downloaded at Calamba Water
19. District website.
20. It was also noted that all prospective bidders are welcome to attend the prebid conference
21. without purchasing the bidding documents. However, it is requirement prior to the
22. submission of bids.
23. The prospective bidders were reminded to synchronize their time pieces with the clock that is
24. being observed by the BAC because late bids shall be marked late.

25. It was suggested to submit the required documents prior to the date and time of opening of
26. bids.
27. The Chairman has also emphasized that a pass/fail criteria is strictly being observed by the
28. BAC; that any missing document is a ground for disqualification.
29. It was further discussed that an original copy and three (3) copies of the original
30. documents marked as copy 1 ,2 and 3 with signature of the authorized representative on all
31. pages of the documents must be submitted.
32. Mr. Cartago also explained that if a duplicate copy will be submitted as an original copy, it
33. should be marked as original copy and shall have an original signature of the authorized
34. representative.
35. In case of a missing document in copies 1, 2 or 3, the original copy shall prevail.
36. It was likewise mentioned that only one (1) representative for each bidder shall be allowed to
37. enter the venue in the observance of social distancing.
38. Written inquiry/s may also be submitted to the BAC within an allowable time as prescribed
39. under RA9184.
40. On the terms of reference – the end user has mentioned that the reliever shall take place of
41. the leave or absent security personnel.
42. A prospective bidder has explained that on their standard computation, the reliever takes over
43. the 7th day of duty of an assigned security; that computation of a Sunday premium does not
44. take effect.
45. Upon learning of the said procedure, The Chairman has mentioned that it will be discussed
46. thoroughly with the end user and a corresponding bid bulletin shall be issued if so required.
47. It was also clarified that the any excess in the PADPAO and DOLE rates is a ground for
48. disqualification.

49. The Chairman has mentioned that no existing security guard shall be absorbed.
50. A prospective bidder has cited that there are temporary license being issued to some security
51. agencies; that on other bidding process that they have participated, a permanent license is
52. being required.
53. In case of a tie, Mr. Cartago explained that a toss coin shall be observed. And if more than
54. two (2) bidders have the same financial offer, a raffle shall be made.
55. Finally, the prospective bidder were asked if they have satellite office in Laguna. Both
56. responded they have existing projects within the area.
57. There being no other matters to be discussed, the **pre-bid conference for the Supply and**
58. **Delivery of Security Services for the Calendar Year 2021 (CWD 45-2020)** was
59. adjourned at exactly 03:20pm.
60. I hereby certify to the correctness of the foregoing minutes.



RONNIE G. SIERVA
BAC Secretary

Noted by:



MR. EDWIN L. CARTAGO
BAC Chairman