

Republic of the Philippines  
 Calamba Water District  
 Lakeview Subd., Halang , Calamba City  
 Tel Nos. (049) 545-1614; (049) 545-2863  
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## Minutes of the Pre-Bid Conference for the Supply and Delivery of Various IT Equipment of Different Departments (CWD 36-2020) (ABC Php 1,664,380.00)

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. MARIA CARMELA M. ELEPAÑO	----	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

Absent

MR. ALEX ESPIEL	-----	CWD Association
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1	Mr. Eric Melendres	-----	T and E Enterprises
2	Ms. Leynor S. Aspril	-----	PrinterInktech Inc.

1. **BUSINESS MATTERS:**

2. There being a quorum, the **pre-bid conference** for the **Supply and Delivery of Various**
3. **IT Equipment of Different Departments (CWD 36-2020)** started at exactly 02:07pm on
4. August 19, 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.

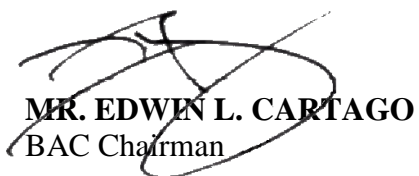
7. The prospective bidders were acknowledged by the Chairman. The BAC Officers and
8. Members were introduced as well.
9. It was noted that invitations were sent to the Commission on Audit – Water District
10. Group, Laguna Chamber of Commerce and Industry and Infocom Technology Association of
11. the Philippines to act as observers to the proceedings but no-one attended the meeting.
12. The prospective bidders recorded at the Philgeps DRL were mentioned by the Chairman.
13. The body was notified that a written inquiry may be submitted to the BAC by a prospective
14. bidder within the allowable time for clarifications.
15. It was also reminded to synchronize all timepieces with the clock that is being observed
16. by the BAC because late bids shall not be accepted.
17. Mr. Cartago likewise explained that an original copy and copy 1, 2, and 3 of the original
18. documents shall be submitted by the prospective bidders; that the original document shall
19. prevail; that a pass/fail criteria is strictly being observed by the BAC; that all pages of the
20. submitted documents must be signed by the authorized signatory of the company; that bids
21. exceeding the ABC is automatically disqualified; that the basis of bid is the total amount.
22. However, a bid price must still be supported with a detailed costing per item.
23. Forms for goods offered from abroad and within the Philippines must be attached as well.
24. There being no other matters to be discussed, the **pre-bid conference** for the **Supply and**
25. **Delivery of Various IT Equipment of Different Departments (CWD 36-2020)**
26. was adjourned at exactly 02:29pm.

27. I hereby certify to the correctness of the foregoing minutes.



**RONNIE G. SIERRA**  
BAC Secretary

Noted by:



**MR. EDWIN L. CARTAGO**  
BAC Chairman