

Republic of the Philippines
 Calamba Water District
 Lakeview Subd., Halang, Calamba City
 Tel Nos. (049) 545-1614; (049) 545-2863
 Tel./ Fax (049) 545-9572
 E-mail address: cwd_bac@yahoo.com

**Minutes of the Pre-Bid Conference for the
 Consultancy Services for Water Balance Study of
 Calamba Water District (CWD) (CWD 59-2020)
 (Php 5,406,276.96)**

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
MS. MARIA CARMELA M. ELEPAÑO	----	BAC Member
ENGR. ELIZALDY O. NOVILLOS	----	BAC Member
MR. CEFERINO O. LEGASPI	----	TWG Head
MS. BEVERLY JOY B. ACIERTO	----	BAC Secretariat Member

Absent

MR. RONNIE G. SIERVA	----	BAC Secretariat Head
MR. ANATOLIO MAIQUEZ	----	CWD Association

End User/s:

ENGR. RANELY S. CARTAGO	----	Engineering Department Manager
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Bidder/s:

1. Mr. Mike Cuaderes	----	Woodfields Consultants, Inc.
2. Ms. Noemi Quilloy	----	Asian Social Project Services, Inc.
3. Mr. Jayson Arizapa		(ASPSI)/ Geographic Innovations for Development Solutions, Inc. (GIDSI) (JV)

1. **BUSINESS MATTERS:**

2. There being a quorum, the **pre-bid conference** for the **Consultancy Services for Water**
3. **Balance Study of Calamba Water District (CWD) (CWD 59-2020)** started at exactly
4. 01:28pm on November 19, 2020, at the 2nd Floor of CWD Warehouse Building, Lakeview
5. Subdivision, Halang, Calamba City, Laguna.
6. Mr. Cartago being the BAC Chairman presided the meeting.
7. Ms. Elepaño led the Prayer asking for Divine Guidance.
8. It was cited that the project has an ABC of Php 5,406,276.96. The date of publication at the
9. PhilGEPS temporary portal and opening of bids were also mentioned.
10. It was noted that invitations were sent to the Commission on Audit, Laguna Chamber of
11. Commerce and Industry and Confederation of Filipino Consulting Organization of the
12. Philippines (COFILCO) to act as observers in the procurement process but no-one attended
13. the meeting.
14. The prospective bidders were acknowledged by the Chairman. The BAC Officers and
15. Members were introduced as well.
16. The Chairman emphasized that a pass/fail criteria is strictly being observed by the BAC; that
17. any missing document is a ground for disqualification.
18. It was explained that one (1) original and three (3) copies of the original documents with
19. signature on every page by the authorized representative must be submitted. In addition,
20. they were told to place these documents in a sealed envelope and they may opt to submit it
21. through a courier or personally to the BAC Secretariat.
22. Representatives from Woodfields Consultants, Inc. and Asian Social Project Services, Inc.
23. (ASPSI)/ Geographic Innovations for were reminded as well to synchronize their time piece
24. on the clock that is being observed by the BAC, and submit the required documents ahead of

25. the scheduled date and time of opening of bids to avoid disqualification.
26. Further, the prospective bidders were informed that only one (1) representative per company
27. may be allowed to attend bidding schedules in compliance with the minimum health
28. standards implemented.
29. Finally, it was emphasized that written inquiry/ies maybe submitted through the BAC
30. Secretariat within the allowable time specified under RA 9184.
31. On the inquiry if electronic signature is allowed on the curriculum vitae/ bio-data, the
32. Chairman explained that only original signatures are considered and accepted by the BAC.
33. It was also mentioned, as per inquiry, that the CWD will provide available data as well as
34. vehicle and personnel to assist in the data collection. It was also stated that letter of
35. endorsement will be given by CWD if needed in the collection of data.
36. On the preferred program, application or method and with the style of presentation or report,
37. the end-user stated they have no specific requirement for those and the decision will be given
38. to the consultant on what they will use.
39. With regards to Non-Disclosure Agreement (NDA), it was cited that a bid bulletin will be
40. issued if so required. Nonetheless, it was noted that there is a provision on confidentiality
41. clause.
42. On the other hand, the end-users gave clarifications on the inquiries made on the technical
43. specifications after thorough deliberation.
44. There being no other matters to be discussed, the **pre-bid conference** for the **Consultancy**
45. **Services for Water Balance Study of Calamba Water District (CWD) (CWD 59-2020)**
46. was adjourned at exactly 02:17pm.

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


BEVERLY JOY B. ACIERTO
BAC Secretariat Member

Noted by:


MR. EDWIN L. CARTAGO
BAC Chairman