



Santa Maria

WATER DISTRICT

MINUTES OF THE PRE-BID CONFERENCE

PROJECT: SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW SERVICE VEHICLE-PASSENGER VAN OF THE SMWD FOR THE YEAR 2019.

Venue: SMWD Operation Department's Office, Farmacia Emilia, J.P. Rizal St., Poblacion, Santa Maria, Bulacan

Date & Time: October 30,2019 at 2:00 P.M.

ATTENDEES:

1. BAC MEMBERS:

ENGR.EMMANUEL ENRICO A. DE VERA- CHAIRMAN
ENGR.GERSON L. FRANCISCO-TECHNICAL
Ms. MARY DIANA S. DELA CRUZ-CPA-LEGAL
Ms. MARIA LEONORA S. ROMARATE-ADMIN
Ms. GINABELLE G. DATOLAYTA-END USER

2. BAC SECRETARIAT:

Ms. MARICHU Y. FERRER
Ms. CHARITO S. FERNANDO

The Pre Bid started at 2:15 in the afternoon. The BAC Chairman started the conference by mentioning the name of the project which is "Supply and Delivery of One (1) Unit Brand New Service Vehicle-Passenger Van of the SMWD for the Year 2019".

The Pre-bid conference was presided by the BAC Chairman and he opened the meeting by acknowledging the presence of the BAC members. BAC member, Engr.Gerson failed to attend the meeting because he conducted a post qualification for another project together with the BAC End User.

Unfortunately, no prospective bidders attended the said pre bid meeting due to unavailability of the service vehicle required. So, the BAC members decided to change the technical specifications of the vehicle needed. New Supplemental bid bulletin will be made indicating the revisions on the technical specifications of the motor vehicle. Bid bulletin will be posted seven (7) calendar days before the bid opening.

The Chairman mentioned that prospective bidders should be aware of this new bulletin for them to be able to respond with the specifications needed.

The Chairman asked if there are still other queries they would like to discuss, and there being no other queries, the Pre-bid conference was put to a close at 2:30 PM.

"The minutes of the pre-bid conference shall be prepared not later than five (5) calendar days after the pre-bid conference, and shall be made available to prospective bidder not later than five (5) days upon written request of the bidder".



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Prepared by:

[Signature] *OL*
Marichu Y. Ferrer & Charito S. Fernando
BAC Secretariat

Attested by:

On Post - Qualification
Engr. Gerson L. Francisco
BAC Member-Technical

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Maria Leonora S. Romarate
BAC Member-Admin

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Mary Diana S. Dela Cruz, CPA
BAC Member-Legal

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Ginabelle G. Datolayta
BAC Member-End User

[Signature]
Engr. Emmanuel Enrico A. De Vera
BAC Chairman