

**MINUTES OF MEETING**

Present were:

Ruby Angelica C. Galicano	--	BAC Chair
Atty. Ra Solomon A. Enriquez	--	BAC Vice-Chairman
Shelle Marie A. Alicaba	--	BAC Member
Wenceslao C. Abalo	--	BAC Member
Josefa SN. Manugas	--	TWG Head

Absent were:

None

The meeting held at the Conference Room of the Carcar Water District Building, was called to order at 1:40 pm on the 4<sup>th</sup> day of October 2019, presided by the BAC Chair, Ruby Angelica C. Galicano.

1. Call to Order/Opening Prayer
  - a. BAC Chair, Ruby Angelica C. Galicano, called the meeting to order at 1:40 pm.
2. Roll Call
  - a. Four (4) BAC members and the TWG head were present; the presiding officer declared a quorum and proceeded with the agenda of the meeting.
3. Business Matters
  - Set schedule for the Purchase of 2,000 units Volumetric Water Meter ½ Brass
    - Schedule of Activities:
    - Letters to Observers: October 7, 2019
    - Posting: October 14-20, 2019
    - Pre-Bid: October 21, 2019
    - Bidding: November 4, 2019 at 2:00 pm
    - Post-Qua: To follow after Bid Opening
    - Schedule of Delivery: 30 CD after NTP
  - Appointment of TWG Members
    - Sincere A. Cabungcal
    - Edmund P. Tenchavez

4. Other Matters

- a. Consider additional Technical Specification of Volumetric Water Meters ½ Brass
  - Engraved Prefix of the Serial Number to start with the year 2020

**For discussion for the next BAC Meeting**

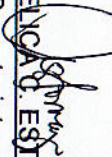
Require additional requirements upon submission of Purchase Request from the End User

- Request of Quotation from 3 Suppliers as proof of basis in formulating Approve Budget Cost
- Complete Technical Specification of the Item


5. Adjournment

- a. There being no other remaining topics for discussion, on the motion of S. Alicaba seconded by W. Abalo, the meeting adjourned at 2:55 PM.

Prepared by:


  
ANGELICA C. ESTOMAGO  
BAC Secretariat

Noted by:

  
RUBY ANGELICA C. GALICANO  
BAC Chairperson

- travel -

ATTY. RA SOLOMON A. ENRIQUEZ  
BAC Vice Chairman

  
WENCESLAO C. ABALO  
BAC Member

- leave -

SHEILLE MARIE A. ALICABA  
BAC Member

  
ENGR. MARK O. PUABEN  
BAC Member