



**Republic of the Philippines**  
**Carcar Water District**  
**BIDS AND AWARDS COMMITTEE**  
San Vicente Ferrer St., Pob. I, Carcar, Cebu  
Tel. No. 487-9141, Telefax No. 487-8525  
www.carcarwaterdistrict.com

**MINUTES OF MEETING**

**Present were:**

Atty. Ra Solomon A. Enriquez	–	BAC Chairperson
Sheille Marie A. Pangalao	–	BAC Vice- Chairperson
Eddies C. Inot	–	BAC Member
Wenceslao C. Abalo	–	BAC Member
Engr. Narjib O. Sordilla	–	BAC Member
Jessa May S. Bacon	–	BAC Member
Kimberly A. Fano	–	BAC Member

The meeting was held in the 2<sup>nd</sup> floor Conference Room at Carcar Water District, and was called to order at 01:00 p.m. on January 14<sup>th</sup>, 2025, presided over by the BAC Chairperson, Atty Ra. Solomon Enriquez.

**1. Call to Order:**

Atty. Enriquez initiated the meeting promptly at 01:07 p.m.

**2. Roll Call:**

The presiding officer confirmed the presence of a quorum and proceeded with the agenda for the meeting.

**3. Business Matters:**

**a. Agenda:**

- Pre-procurement activity for the Supply and Delivery of 1,800 units of Volumetric Water Meter ½"
- Review of the ABC
- Identification of the Technical Working Group (TWG)
- Setting the Timeline Schedule for the Bidding Activity

**b. Meeting:**

- Atty. Enriquez discussed the procurement of 1,800 units of Volumetric Water Meter ½", followed by reading the technical specifications stipulated in the purchase request (PR);

- Upon reviewing the technical specifications, it was found that the technical specs highlighted in the PR were different from what was stated in the technical specs presented in the last bidding of the water meter;
- Ms. Pangalao shared with the committee that one of the goals of their 100-day Action Plan is to study the ISO 4064 and that they finally found the full version of it. She added that they will hand over the copy to the TWG for reference;
- Atty. Enriquez requested the TWG to review the technical specs attached in the ABC/PR and make final technical specifications based on the ISO 4064;
- The TWG will be composed by Mr. Lyndon Bert Mellejor as TWG Head, Mr. Jarynn Alfanta, and Engr. Aaron James Caraca as TWG members;
- The final ABC is Php 2,520,000.00 (Php 1,400.00 per unit)
- Table below is the Bidding Schedule Activity:

Select date to begin with:	01/20/2025	Compute/Reset to Earliest Possible Time	Start Over
Procurement Stage	Start Date	End Date	Add days
Advertisement :	01/20/2025	01/27/2025	
Pre-bid Conference : Conduct? <input checked="" type="radio"/> Yes <input type="radio"/> No	01/29/2025	01/29/2025	2 <input type="button" value="Update"/>
Submission of Bids :	02/10/2025	02/10/2025	<input type="button" value="Update"/>
Bid Evaluation :	02/11/2025	02/11/2025	<input type="button" value="Update"/>
Post-qualification :	02/12/2025	02/23/2025	12 <input type="button" value="Update"/>
Issuance of Notice of Award :	02/24/2025	02/27/2025	4 <input type="button" value="Update"/>
Contract Preparation and Signing :	02/28/2025	03/01/2025	<input type="button" value="Update"/>
Approval by Higher Authority : Necessary? <input checked="" type="radio"/> Yes <input type="radio"/> No	03/02/2025	03/02/2025	<input type="button" value="Update"/>
Issuance of Notice to Proceed :	03/03/2025	03/03/2025	<input type="button" value="Update"/>

- Delivery Schedule is set to 50% initial delivery and the remaining 50% is on or before March 31, 2025.

After addressing all pertinent matters on the agenda, and with no further topics for discussion, the meeting was adjourned at 01.28 pm.

Prepared by:

  
 JULIE ANN B. BUCAO  
 BAC Secretariat


Noted by:

  
Atty. Ra Solomon A. Enriquez  
BAC Chairperson

  
Sheille Marie A. Pangalao  
Vice Chairperson

  
Jessa May S. Bacon  
Member

  
Kimberly N. Fano  
Member

  
Eddies C. Inot  
Member

  
Wenceslao C. Abalo  
Member

  
Engr. Narito O. Sordilla  
Member