



*Republic of the Philippines*  
**ZAMBOANGA CITY WATER DISTRICT**  
Pilar St., Zamboanga City

**MINUTES OF THE PRE-BID CONFERENCE UNDER PUBLIC BIDDING FOR PURCHASE REQUISITION NO. 20-0024 – SUPPLY & DELIVERY OF 1,000 BAGS ALUMINUM SULFATE – 17% FOR USE IN WATER TREATMENT HELD AT THE 3<sup>RD</sup> FLOOR, BAC ROOM, ZCWD MAIN BUILDING, PILAR STREET, THIS CITY ON MARCH 17, 2020**

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**Present were:**

<b>Louella A. Aguilera</b>	-	<b>Vice-Chairperson</b>
<b>Atty. Vincent F. Fernandez</b>	-	<b>Regular Member</b>
<b>Efren C. Salvacion</b>	-	<b>Regular Member</b>
<b>David Capopez</b>	-	<b>Regular Member</b>
<b>Eric Salaritan</b>	-	<b>End-user</b>
<b>Jeanette B. Delos Santos</b>	-	<b>Member, BAC Secretariat</b>

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**Minutes Meeting No. 2020-03-17-20-0024**  
**Series of 2020**

**Part I. Call to Order**

Upon determination of a quorum the meeting was called to order by the BAC Vice-Chairperson at 2:00 pm.

**Part II. Business Matters**

**A. Pre-Bid Conference under Public Bidding for Purchase Requisition No. 20-0024 – Supply & Delivery of 1,000 bags Aluminum Sulfate – 17% for use in water treatment**

1. Letter of Invitation was sent to COA and observers, however no observers were present for the pre-bid conference.
2. No prospective bidders attended the pre-bid conference for this particular purchase requisition.
3. Bid opening will be on March 31, 2020.
4. Vice-Chairperson Aguilera said that the Approved Budget Cost is in the amount of One Million One Hundred Thousand Pesos (P 1,100,000.00).
5. With regard to the specifications, the Approximate Size is 20mm at 50kgs/bag.

6. Bidder must submit 1 kl sample during opening of bids.
7. Delivery Period: 1<sup>st</sup> Delivery: 1,000 bags, 40 days upon receipt of Notice to Proceed (NTP).
8. There having no other remaining topics for discussion relating to the procurement at hand, BAC proceeded with other matters on the agenda.

Prepared by:



**AMOR E. CONSTANTINO**  
BAC Secretariat - Member

Reviewed by:



**JENNIFER P. SISON**  
BAC Secretariat – Head

Noted by:



**LOUELLA A. AGUILERA**  
BAC Vice-Chairperson