
PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BIDDING CONFERENCE

for the

**“Procurement of Consultancy Service for the Development of Competency-based
Job Description of PCC Positions”**

REI No. 2021-10-0127

Date: 01 December 2021

Venue: Microsoft Teams Teleconference

Present:

BAC Members

- | | | |
|---------------------|---|-------------------------------|
| 1. Chairperson | : | Jeson Q. De La Torre |
| 2. Vice Chairperson | : | Atty. Juan Antonio E. Arcilla |
| 3. Regular Member | : | Allan Roy D. Mordeno |
| 4. Regular Member | : | Tristan A. Canare |
| 5. Regular Member | : | Inah Geneve T. Mangilin |

BAC Secretariat

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|-------------------|---|-----------------------------|
| 1. Head | : | Ma. Celeste S. Dizon |
| 2. Assistant Head | : | Mark Jayson R. Fajutnao |
| 3. Member | : | Nicky Jonna Pitallano |
| 4. Member | : | Teejay Yoshiumi J. Sakuma |
| 5. Member | : | Isabelo Miguel V. Abaño |
| 6. Member | : | Meonel B. Nuñez |
| 7. Member | : | Anna Dominique M. Francisco |
| 8. Member | : | Floricar Gonzalodo |
| 9. Member | : | Bill A. Geslani |
| 10. Member | : | Raven Rein R. Villanueva |
| 11. Member | : | Ralph Riel N. Garcia |
| 12. Member | : | Jonalyn F. Funa |
| 13. Member | : | Jean Cheska R. Cabriga |

End-User:

- | | | |
|------------|---|-----------------------------|
| 1. AO-HCMD | : | Angelica Ellaine L. Mercado |
| 2. AO-HCMD | : | Rimel D. Evaristo |

Bidders:

- | | | |
|--------------------------|---|----------------------|
| 1. People Dynamics, Inc. | : | Ms. Victoria Estacio |
| 2. People Dynamics, Inc. | : | Ms. Len Capili |
| 3. People Dynamics, Inc. | : | Ms. Donnavel Buloron |

I. Call to Order

The PBAC Chairperson called the meeting to order at 02:00 PM.

II. Agenda

Discussion	Recommendation/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> • The PBAC through its Secretariat presented the Part I of the Pre-Bidding conference, as follows: <ul style="list-style-type: none"> ➤ Technical Components ➤ Financial Components ➤ Sealing and Marking of Bidding Documents ➤ Important Schedules ➤ E-bid submission ➤ General Rules • Part II of the said conference was the discussion of the Terms of Reference. <p>B. Project Description and Technical Requirements</p> <p>The Philippine Competition Commission (PCC) procures the Consultancy Service for the Development of Competency-based Job Description of PCC Positions to develop the description of each position in the Commission based on the competency requirements of the position. The documentation of a competency-based job descriptions is important as they are valuable communication tools for supervisors and staff with the end in view to: define job and expected results; select the best qualified candidates; establish performance objectives, measures and targets; determine the best processes/activities to accomplish tasks; and identify knowledge, skills and attitudes of employees to be developed.</p> <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • The ABC for the project is One Million Six Hundred Thousand Pesos (PhP1,600,000.00), inclusive of all applicable government taxes and service. <p>D. Date/ Time of Submission and Opening of Bids</p>	<p>All questions and concerns were clarified. Thus, no Bid Bulletin will be issued.</p>



- Submission of Bids: 13 December 2021, 12:00NN
- Opening of Bids: 13 December 2021, 01:30PM

E. Questions and Answers

- The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project:
 1. Ms. Victoria Estacio of People Dynamics, Inc (PDI). queried on checkless payment thru LDDAP ADA, if they will be paid through Landbank or Online?
 - Mr. de la Torre, the PBAC Chairperson responded that yes, the facility will be ruling this portal by December 2021 or January 2022, but PDI can still proceed with manual payment if they are not considering this requirement of DBM.
 2. Ms. Estacio wanted to clarify that based on the Terms of Reference, they should have at most five (5) projects, but if they have an ongoing assessment project but handled by completely different team, should they include it on their proposal?
 - The PBAC Chairperson responded that considering that PDI has separate legal entity and distinct identity, whoever is the contracted entity, regardless if they are under the same mother company, PDI will be the ones to be evaluated.
 3. Ms. Estacio asked for the total number of employees?
 - Ms. Ellaine, the End-User representative answered that there are 244 plantilla positions including the newly created positions.
 - Ms. Estacio added how about the total number of employees?
 - Mr. de la Torre responded that only plantilla positions will be subject for evaluation and assessment because PCC have institutional employees, but we do not subject them to competency-based assessment and job description.

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| <ul style="list-style-type: none">The PBAC Chairperson reiterated that the PCC is implementing a No Gift Policy and is not soliciting any money or favor for any purpose. Bidders should be aware of the scammers soliciting donations or gifts using PCC Officials' name. | |
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III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:30PM.

Prepared by:

Approved by:



MARK JAYSON R. FAJUTNAO
PBAC Secretariat



JESON Q. DE LA TORRE
Chairperson, PBAC



Pre-Bidding Minutes_REI 2021-10-0127

Final Audit Report

2021-12-06

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 Agreement completed.

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