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## PCC BIDS AND AWARDS COMMITTEE (PBAC)

### Minutes of Pre-Bid Conference

### “National Survey on the Awareness of Government Entities on the PCA and the PCA and the PCC”

Date: 07 August 2019; 1:30 PM

25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

#### BAC Members

- |                     |   |                              |
|---------------------|---|------------------------------|
| 1. Chairperson      | : | Atty. Joseph Melvin B. Basas |
| 2. Vice Chairperson | : | Atty. Ferdinand B. Redulla   |
| 3. Regular Member   | : | Atty. Lianne Ivy P. Medina   |
| 4. Regular Member   | : | Allan Roy D. Mordeno         |
| 5. Regular Member   | : | Arnold Roy D. Tenorio        |

#### BAC Secretariat

- |           |   |                           |
|-----------|---|---------------------------|
| 1. Head   | : | Jeson Q. de la Torre      |
| 2. Member | : | <del>July R. Suing</del>  |
| 3. Member | : | Melody O. Dizon           |
| 4. Member | : | Teejay Yoshiumi J. Sakuma |
| 5. Member | : | Merry Lyn V. Bambao       |
| 6. Member | : | Nicky Jonna P. Pitallano  |
| 7. Member | : | Isabelo Miguel V. Abaño   |

#### End-User

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|---------------------|---|-----------------|
| 1. Economics Office | : | Tea Jalin C. Ty |
|---------------------|---|-----------------|

#### Bidders

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|--|---|-------------------------|
| 1. The All-Asian Centre for Enterprise Development Inc. (ASCEND) | : | Atty. Rodrigo Celicious |
| 2. ASCEND  | : | Jeffrey Gatdula         |
| 3. ASCEND  | : | James Iliscupidez       |
| 4. The Nielsen Company (Philippines)                             | : | Camille Reyes           |
| 5. The Nielsen Company (Philippines)                             | : | Leyah Dizon             |
| 6. Asian Social Project Services, Inc. (ASPSI)                   | : | Iky Llegado-Walet       |
| 7. Philippine Survey and Research Center                         | : | Ina Nocheseda           |
| 8. EON, Inc.   | : | Meinardo M. Teves       |



## I. Call to Order

The PBAC Vice-Chairperson called the meeting to order at 1:30 PM for the **National Survey on the Awareness of Government Entities on the PCA and the PCA and the PCC under Request for Expression of Interest (REI) No. 201907-0135** at PCC Meeting Room 3.

Discussion	Recommendations/ Agreements
<p><b>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</b></p> <ul style="list-style-type: none"><li>• PBAC through its secretariat presented and discussed the Part I of the Pre-Bidding conference – Eligibility Documents (Technical and Financial Components). The proper sealing and marking of the Bidding documents and the procurement general rules and procedures were likewise discussed.</li><li>• Part II of the Pre-Bidding conference – Technical Specification / Terms of Reference was presented and discussed by the end-user (Economics Office).</li></ul>	
<p><b>B. Project Description and Technical Requirements</b></p> <ul style="list-style-type: none"><li>• The survey aims to determine the awareness of government entities on the PCC and its mandate, and their level of involvement in PCC-related activities. The respondents of the survey will be NGAs, LGUs and GOCCs (“Government Entities”). The survey will be national in scope representing the four broad regions: National Capital Region, Balance Luzon, Visayas, and Mindanao.</li><li>• The survey results will guide the PCC in designing strategies to enhance its advocacy, and to help educate the government entities on the contribution of market competition in improving consumer welfare and in enhancing market efficiency.</li></ul> <p><b>C. Approved Budget for the Contract (ABC)</b></p> <ul style="list-style-type: none"><li>• The ABC for this project is PhP4,800,000.00 .</li></ul> <p><b>D. Date/ Time of Posting, Submission and Opening</b></p> <ul style="list-style-type: none"><li>• Posting: 11 July 2019</li><li>• Submission: 20 August 2019, 12:00 NN</li><li>• Opening of Bids: 23 August 2019, 01:00 PM</li></ul>	

Discussion	Recommendation/ Agreements
<p><b>E. Question and Answer</b></p> <p>The following questions/ concerns were raised during the meeting:</p> <ol style="list-style-type: none"> <li>1. Mr. Meinardo M. Teves of EON, Inc. queried on how technical the requirement for the sampling frame is.</li> </ol>	<p>The Terms of Reference (TOR) requires that the respondents be from NGAs, LGUs and GOCCs, hence, a list of the names and contact details will be part of the sampling requirement.</p> <p>The bidder can propose the sampling frame that would best serve the interest of the PCC, in consideration of the time and budgetary constraints, and without compromising the results of the survey.</p>
<ol style="list-style-type: none"> <li>2. Ms. Camille Reyes from the Nielsen Company asked whether the respondents as regards the LGUs will include the barangay level.</li> <li>3. Ms. Ina Nocheseda of PSRC queried on the level or positions of the target respondents required from the NGA, LGUs and GOCCs.</li> </ol>	<p>As regards the LGUs, respondents will include up to municipal level and exclude barangay level.</p> <p>The target respondents should be involved in high-level management decisions either individually or as part of a decision-making group. The respondent should at least hold a middle management position.</p> <p>For target respondents from National Government Agencies, and Government Owned and Controlled Corporations, respondents should have been in the organization for at least six (6) months.</p> <p>A supplemental bid bulletin shall be issued to clarify the matter.</p>




Discussion	Recommendation/ Agreements
<p>4. Mr. Teves also asked whether the PCC will provide endorsement letters to the target respondents.</p> <p>5. In relation to Section II.2.e of the Terms of Reference pertaining to the Scope of Works, Mr. Jeffrey Gatdula of ASCEND asked whether there is a need to secure a clearance from the Philippine Statistics Authority (PSA). Based on their previous conduct of awareness survey, it took them one and a half month to secure the said clearance.</p> <p>6. As regards the provision in the Philippine Bidding Documents on the prohibition on subcontracting, Ms. Reyes sought for reconsideration considering that survey firms usually engage the services of another agency for the provision of field researchers.</p>	<p>Yes, the PCC may issue endorsement letters to aid the conduct of surveys.</p> <p>The End User will assist in coordinating with the PSA and request the simultaneous conduct of survey pending the issuance of the clearance.</p> <p>The service provider may be allowed to subcontract but shall be limited to field researchers only. Nonetheless, it was clarified that despite the subcontracting, the winning service provider will be solely accountable to PCC. This will be included in the issuance of bid bulletin.</p>
<p>7. Mr. Gatdula clarified the reckoning period for the 120 days validity of the Bid Security.</p> <p>8. Atty. Rodrigo Celicious of ASCEND inquired whether the issuance of endorsement letters to target respondents will strengthen or weaken the results of the survey.</p> <p>9. Considering the principle of confidentiality, Mr. Teves clarified that survey firms cannot divulge the names and contact details of the respondents of the survey to PCC. Ms. Nocheseda added that said non-disclosure of information is in compliance with Data Privacy Act.</p> <p>10. Ms. Nocheseda queried on the possibility of extending the three (3) months timeline for the project.</p> <p>11. Ms. Nocheseda queried whether the PCC will provide or has preference as regards the division of sample size.</p>	<p>The date of opening of bids is the reckoning period.</p> <p>The issuance of endorsement letters is discretionary depending on the strategy of the survey firms.</p> <p>A consent clause will be included in the questionnaire explicitly providing that subject information may only be disclosed to PCC.</p> <p>The timeline for the project is generally non-extendible. Extensions may only be given for unforeseen events and matters beyond the control of the service provider. The identification of respondents is considered a controllable factor.</p> <p>The survey firm has the discretion on the design of</p>

Discussion	Recommendation/ Agreements
<p>12. Ms. Nocheseda also clarified whether there can be multiple respondents from one government entity/unit (NGAs, LGUS, GOCCs).</p> <ul style="list-style-type: none"> <li>• For possible Supplemental/Bid Bulletin:               <ol style="list-style-type: none"> <li>1. Clarification on the on the level or positions of the target respondents required from the NGA, LGUs and GOCCs.</li> <li>2. Clarification on the allowance of subcontracting but shall be limited to field researchers.</li> </ol> </li> </ul> <p><b>F. Actions Taken</b></p> <ol style="list-style-type: none"> <li>1. The PBAC requested the BAC Secretariat to draft and issue a Supplemental Bid Bulletin.</li> </ol>	<p>sampling method but should be within the provisions of the TOR, that is, Multistage Probability Sampling or Stratified Random Sampling.</p> <p>No, only one respondent from each government entity/unit.</p>

**II. Adjournment:**

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 2:00 PM.

Prepared by:

  
**NICKY JONNA P. PITALLANO**  
 Member, PBAC Secretariat

Reviewed by:

  
**JESON Q. DE LA TORRE**  
 Head, PBAC Secretariat

Approved by:

  
**ATTY. JOSEPH MELVIN B. BASAS**  
 PBAC Chairperson