

PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

“Provision of Consulting Services to Design the Knowledge Management (KM) System of the Philippine Competition Commission”

Date : 29 November 2018; 1:00 PM

Venue : Meeting Room 3, 25/F Vertis North Corporate Center 1, North Avenue, Quezon City

Present:

BAC Members

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| 1. Vice-Chairperson | : | Atty. Orlando P. Polinar |
| 2. Regular Member | : | Atty. Ferdinand B. Redulla |
| 3. Regular Member | : | Allan Roy D. Mordeno |
| 4. Provisional Member | : | Ferdinand Paguia |

BAC Secretariat

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| 1. Vice-Head | : | Ma. Celeste S. Dizon |
| 2. Member | : | July R. Suing |
| 3. Member | : | Teejay Yoshiumi J. Sakuma |
| 4. Member | : | Merry Lyn V. Bambao |
| 5. Member | : | Mark Jayson R. Fajutnao |
| 6. Member | : | Nicky Jonna P. Pitallano |

Bidders

- | | | |
|----------------|---|---------------------------------|
| 1. ASCEND Inc. | : | Vera Velecina
Dianne Basilio |
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I. Call to Order

The PBAC Chairperson called the meeting to order at 1:35 PM for the **Provision of Consulting Services to Design the Knowledge Management (KM) System of the Philippine Competition Commission** under **Request for Expression of Interest (REI) No. 201810-0170**.

Discussion	Recommendations/ Agreements
<p>A. Clarification on the Project Description and Technical Requirements</p> <p>The following queries were raised during the meeting:</p> <ul style="list-style-type: none"> • Ms. Velecina of ASCEND, Inc. queried on the following: <ol style="list-style-type: none"> 1. If PCC will provide copy of the Pre-Bid presentation to the bidders as reference for the list of requirements and proper packaging, sealing and marking of bids. Mr. Suing explained that the slides presented are for pre-bidding conference presentation only. The checklist of requirements as well as the proper packaging, sealing and marking of bids are all included in the Philippine Bidding Documents. 2. If PCC will accept Bid Securing Declaration for the Bid Security Requirement. Mr. Fajutnao confirmed that Bid Securing Declaration is acceptable for the said requirement. 3. If PCC can provide the consultant the current framework used by the End-User. Mr. Paguia clarified that the query raised by Ms. Velecina can be discussed during contract implementation. 4. Whether the End-User has set a minimum or desired sample size for the conduct of survey. Mr. Paguia responded that it is the discretion of the consultant on how the survey will be conducted and will depend on the focal persons assigned by each office. 5. Clarified the period on the long-term training program to be provided by the consultant. Mr. Paguia confirmed that it is a 5-year program which is intended for CKMO-KMD. 	<p>All queries were clarified. Thus, there is no need to issue bid bulletin.</p>

<p>6. Clarified the schedule of regular meetings and presentations to concerned PCC personnel.</p> <p>Mr. Pagua confirmed that the schedule of regular meetings and presentations will be upon submission/s of output by the consultant.</p>	
<ul style="list-style-type: none">• The deadline for the submission of Bid Proposal is on 11 December 2018, 12:00NN	

II. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 2:35 PM.

Prepared by the PBAC Secretariat:



MA. CELESTE S. DIZON
Vice-Head, PBAC Secretariat

Approved by:



ATTY. ORLANDO P. POLINAR
PBAC Chairperson