

## PCC BIDS AND AWARDS COMMITTEE (PBAC)

### Minutes of Pre-Bid Conference

#### “Procurement of Consultancy Services for the Issues Paper on the Sugar Industry in the Philippines”

Date : 6 March 2019; 1:00 PM

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

Present:

#### BAC Members

- |                       |   |                              |
|-----------------------|---|------------------------------|
| 1. Chairperson        | : | Atty. Joseph Melvin B. Basas |
| 2. Vice-Chairperson   | : | Atty. Ferdinand B. Redulla   |
| 3. Regular Member     | : | Allan Roy D. Mordeno         |
| 4. Regular Member     | : | Arnold Roy Tenorio           |
| 5. Regular Member     | : | Lianne Ivy Medina            |
| 6. Provisional Member | : | Carlos Juan Paolo L. Vega    |

#### BAC Secretariat

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|--------------|---|---------------------------|
| 1. Head      | : | Jeson Q. de la Torre      |
| 2. Vice-Head | : | Ma. Celeste S. Dizon      |
| 3. Member    | : | July R. Suing             |
| 4. Member    | : | Melody O. Dizon           |
| 5. Member    | : | Teejay Yoshiumi J. Sakuma |
| 6. Member    | : | Merry Lyn V. Bambao       |
| 7. Member    | : | Mark Jayson R. Fajutnao   |
| 8. Member    | : | Nicky Jonna P. Pitallano  |

#### Bidders

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|--|---|--|
| 1. Philippine Survey and Research Center, Inc. (PSRC)        | : | Amy Natividad<br>Joven Elepaño                         |
| 2. All-Asian Centre for Enterprise Development (ASCEND), Inc | : | Rodrigo Celicious<br>Jeff Gatdula<br>James Iliscupidez |

### I. Call to Order

The PBAC Chairperson called the meeting to order at 1:35 PM for the **Procurement of Consultancy Services for the Issues Paper on the Sugar Industry in the Philippines** under **Request for Expression of Interest (REI) No. 201901-0018**.

Discussion	Recommendations/ Agreements
<p><b>A. Clarification on the Project Description and Technical Requirements</b></p> <p>The following queries were raised during the meeting:</p> <ul style="list-style-type: none"> <li>• Mr. Gatdula of ASCEND, Inc. queried on the following:           <ol style="list-style-type: none"> <li>1. Whether there will be a single or a series of roundtable discussions upon presentation of the Inception Report.               <p>Mr. Vega responded that there will be a single roundtable discussion if the same will suffice, otherwise a series of discussions will convene if necessary.</p> </li> <li>2. If the consultant is free to choose among the three approaches provided in Section III item no. 5 of the TOR “conduct of focus group discussions, informant interviews, or surveys” or all of the said approaches are required to gather the information given the budget limitation.               <p>Mr. Vega, Provisional BAC Member, confirmed that the service provider is given the chance to have their free hand on the approach of the study, it could be one or a combination of approaches.</p> </li> <li>3. If PCC will be the host for the presentation of result in a research seminar.               <p>Mr. Vega clarified that the PCC will facilitate the presentation of results including the venue and the logistics.</p> </li> <li>4. Verified the location of venue for the presentation of findings through public consultation.               <p>Mr. Vega responded that the venue for the said presentation will be in PCC Office.</p> </li> <li>5. Frequency of submitting the progress report.               <p>As stated in the TOR, Mr. Vega reiterated the requirement for the submission of monthly report apart from progress report toward the second tranche in the milestone of activities.</p> </li> </ol> </li> </ul>	<p>All queries were clarified. Thus, there is no need to issue bid bulletin.</p>

- Atty. Celicious of ASCEND queried on the following:
  1. Concept of the research seminar and who will vet the attendees/participants.

Mr. Vega confirmed that the end-user will select the attendees and participants to be facilitated by the assigned economist for the project, and in coordination with the consultant.

2. If the end-user will provide the scoping information to the consultant.

Mr. Vega responded that the scoping was intended to identify sectors and the paper was proposed to narrow down the length.

3. Guarantee on the acceptability of the deliverables of the consultant, whether it is objective and free from any bias.

Mr. Vega confirmed that the milestone is designed based on the previous reports done, accepted and signed by the authorized representative of PCC.

The PBAC Chairperson also confirmed that PCC avoids the occurrence of misunderstanding between the PCC and the service provider with regard to the deliverables and that the services rendered is duly compensated.

- Ms. Natividad of ICI Asia inquired/raised the following questions:

1. Does the consultant or the service provider will just bring the team and the team leader to present since PCC oversees the facilitation?

According to Mr. Vega, the economist assigned will be the one to facilitate/moderate the discussion, summation, and do the logistics.

2. How far will the consultant forecast on the final report pertaining to the “trends and forecasts of demand and supply in each market”?

Mr. Vega confirmed that it will be based on the agreed Inception Report as to the scope and up to what projection and period will be expected from the consultant.

All queries were clarified. Thus, there is no need to issue bid bulletin.

<p>On item No. 7 of the scope of work or the publication of the paper as a PCC working paper, Ms. Natividad queried whether there is an available template to follow for the working paper.</p> <p>Mr. Vega confirmed that the end-user will provide the template during project implementation.</p> <ul style="list-style-type: none"><li>• The Submission of Bid Proposal is on 18 March 2019, 11:00AM</li></ul>	
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## II. Adjournment:

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

Prepared by the PBAC Secretariat:

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

Approved by:

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