

PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BID CONFERENCE

for the

“Procurement of Consultancy Service for the Development of Competency-Based Qualifications Standards – REI No. 2022-09-0152”

Date: 14 October 2022

Venue: PCC Meeting Room and through Microsoft Teams Teleconference

Present:

BAC Members

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| 1. Chairperson | : | Atty. Joseph Melvin B. Basas |
| 2. Vice-Chairperson | : | Jeson Q. de la Torre |
| 3. Regular Member | : | Allan Roy D. Mordeno |
| 4. Regular Member | : | Atty. Christian Loren B. De Los Santos |
| 5. Regular Member | : | Emmanuel M. Garcia |
| 6. Provisional Member | : | Antonia Lynnely Bautista |

BAC Secretariat

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| 1. Head | : | Rommel R. Oira |
| 2. Assistant Head | : | Ma. Celeste S. Dizon |
| 3. Member | : | Mark Jayson R. Fajutnao |
| 4. Member | : | Isabelo Miguel V. Abaño |
| 5. Member | : | Meonel B. Nuñez |
| 6. Member | : | Anna Dominique M. Francisco |
| 7. Member | : | Bill A. Geslani |
| 8. Member | : | Raven Rein R. Villanueva |
| 9. Member | : | Chrislyn Joy P. Sioson |
| 10. Member | : | Jonalyn F. Funa |

End-User:

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| 1. AO-ICTD | : | Angelica Ellaine Mercado |
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Bidders:

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| 1. Human Capital Asia Inc. | : | Tito Cubillas |
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I. Call to Order

The PBAC Vice Chairperson called the meeting to order at 01:40 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 ➤ General Rules • Part II of the Pre-Bidding conference – Terms of Reference (TOR) for the procurement was presented by the end-user. <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> • Procurement of Consultancy Service for the Development of Competency-Based Qualifications Standards • <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • The ABC for the project is One Million Five Hundred Thousand Pesos (PhP1,500,000.00), inclusive of all applicable government taxes and services. <p>D. Date/ Time of Submission and Opening of Bids</p> <ul style="list-style-type: none"> • Submission of Bids: 27 October 2022, 12:00NN • Opening of Bids: 28 October 2022, 01:30PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> ➤ The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project: <p>Mr. Cubillas of Human Capital Asia Inc. queried the following:</p>	<p>All queries were clarified. Thus, no bid bulletin shall be issued.</p>



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| <ol style="list-style-type: none">1. If how many positions will be included for Salary Grades 15 & below and if there are three different positions for Human Resource, Procurement and Finance for Administrative Assistants.<ol style="list-style-type: none">➤ Ms. Bautista responded that it will be a total of 239 positions.2. If PCC has existing Competency Framework or the consultant will start from scratch.<ol style="list-style-type: none">➤ Ms. Bautista responded that the PCC has already competency requirements for 200 positions except from the additional or new 44 positions which already has resemblance from the previous positions of PCC. | |
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III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:17 PM.

Reviewed by:


MARK JAYSON R. FAJUTNAO
PBAC Secretariat

Approved by:


ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PBAC