

PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BID CONFERENCE

for the

“Provision of Consulting Services for the Content Development of PCC Publication on Fostering Competition in the Philippines REI No. 2021-002-0044”

Date: 12 March 2021

Venue: PCC Meeting Room and through Microsoft Teams Teleconference

Present:

BAC Members

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| 1. Chairperson | : | Jeson Q. de la Torre |
| 2. Vice-Chairperson | : | Atty. Ferdinand B. Redulla |
| 3. Regular Member | : | Allan Roy D. Mordeno |
| 4. Regular Member | : | Atty. Shirley Mae T. Dasco |
| 5. Regular Member | : | Tristan A. Canare |
| 6. Provisional Member | : | Ferdinand L. Paguia |

BAC Secretariat

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| 1. Assistant Head | : | Mark Jayson R. Fajutnao |
| 2. Member | : | Nicky Jonna Pitallano |
| 3. Member | : | Teejay Yoshiumi J. Sakuma |
| 4. Member | : | Isabelo Miguel V. Abaño |
| 5. Member | : | Meonel B. Nuñez |
| 6. Member | : | Anna Dominique M. Francisco |
| 7. Member | : | Floricar Gonzalodo |
| 8. Member | : | Bill A. Geslani |
| 9. Member | : | Raven Rein R. Villanueva |
| 10. Member | : | Ralph Riel N. Garcia |

End-User:

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| 1. CKMO | : | Ferdinand L. Paguia |
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Bidders:

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| 1. COMS 360, Inc. | : | Elie C. Torres |
| 2. COMS 360, Inc. | : | Joel B. Cruz |
| 3. COMS 360, Inc. | : | Rachel A. Gutierrez |
| 4. Drink Editorial and Design, Inc. | : | Gabrielle Ongkiko |
| 5. Drink Editorial and Design, Inc. | : | Grace Villarba |

I. Call to Order

The PBAC Vice Chairperson called the meeting to order at 01:30 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 for the procurement was presented by the end-user. <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> • Provision of consulting services for the content development of PCC Publication fostering competition in the Philippines as part of the continuing advocacy to raise public awareness on competition, the PCC aims to capture these formative years of competition law enforcement in a publication project. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • The ABC is One Million Pesos (PhP1,000,000.00), inclusive of all applicable government taxes and service. <p>D. Date/ Time of Submission and Opening of Bids</p> <ul style="list-style-type: none"> • Submission of Bids: 25 March 2021, 12:00NN • Opening of Bids: 26 March 2021, 01:30PM 	

E. Question and Answer

- The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project:
 1. Ms. Ongkiko of DrinkPH queried about the conduct of research and interviews, i.e., if the bidders have to prepare for offline research/offline interviews or this can be conducted online given current situation.
 - Mr. Ballentos, of the End-User, responded that interviews may be conducted online because it is not prohibited at the Terms of Reference.
 2. Ms. Ongkiko clarified that the concept note for this project is for content development and not design and development.
 - Mr. Ballentos confirmed that the concept note is for content development.
 3. Ms. Gutierrez asked about the Technical Forms and Financial Forms if the whole document needs to be notarized or just a particular document that needs to be notarized.
 - Ms. Villanueva, of the Secretariat responded that only particular forms that needs to be notarized based on the template attached to the Philippine Bidding Documents (PBD), provided that every document on the Technical and Financial forms are originally signed.
 4. Ms. Gutierrez also questioned regarding the setting of the interviews, if they will be provided a database containing the contact details of the interviewees or these were already mapped out by the end-user or this will be part of the deliverables and expectations to perform on the Provider's side.
 - Mr. Ballentos responded that they can provide referrals, but these are among the expectations of the consulting firm to gather as part of the preparations for the research/interview but the end-user can help in identifying the respondents and in terms of the database, this is part of the expectations to be produced by the consultant.

A Supplemental Bid Bulletin will be issued pertaining to:

- Maximum Number of Interviewees
- Submission of sample works through Flash Drive



5. Ms. Gutierrez asked if they are expected to propose or suggest the type of execution that can be done for this engagement.
 - Mr. Ballentos responded that they envisioned it to be a coffee table book and confirmed that they can recommend what can be executed but clarified that the project is clearly for content development.
6. Ms. Ongkiko, asked how many interviews or an estimate should be conducted in terms of number of people to be interviewed, if this is in group interviews or in individual basis.
 - Mr. Ballentos answered that it would be better if it will be conducted on individual basis, since they will be asked their recollections.
 - Mr. Paguia, from the End-User, added that list of respondents has yet to be finalized and as to the number of respondents, 15 is a good benchmark but this is not yet confirmed.
7. Ms. Ongkiko also queried on the Financial proposal if it is possible for the End-User to peg for an upper limit or maximum number of interviewees so that they can give a competitive and fair price for what actually be executed.
 - Mr. Paguia responded that the End-User may issue bid bulletin to clarify the maximum number of interviewees.
8. Ms. Ongkiko asked whether the submission of technical and financial proposals are physical or online because that will affect how they will submit their sample works.
 - Mr. Ballentos, answered that exhaustive list should be the relevant and similar engagements for the past five years and for the sample works, top 3 should be highlighted in order for them to evaluate and rate them accordingly. Regarding to the submission of outputs, it should be physical, but the bidders can include the online copies so that it will not be tasking for the End User to review it while the procurement related documents it should be physical submission only as confirmed by Ms. Villanueva.
 - Ms. Ongkiko responded that for the physical submission they will submit a placeholder




<p>documents and for actual exhaustive review of sample works it will be emailed to the PBAC Secretariat for ease of reference as the physical coffee table book are very heavy.</p> <p>9. Ms. Ongkiko added a query that since they are a full service agency, will it be relevant for the End-User's evaluation that the bidder will also include the CVs and relevant experiences of the support staffs.</p> <ul style="list-style-type: none">➤ Mr. Ballentos answered that it will be relevant for the financial proposals just to comply with the requirements of the Philippine Bidding Documents, for the objective evaluation we have to compare both bidders based on what is stated on the Terms of Reference. <p>10. Ms. Gutierrez suggested the use of flash drives on the submission of their sample works instead of sending it on email.</p> <ul style="list-style-type: none">➤ Mr. de la Torre responded that PBAC will decide on the matter after the pre-bid conference.➤ Ms. Ongkiko, strongly agreed on the use of flash drives. <ul style="list-style-type: none">• Mr. de la Torre reminded the bidder that late bids shall not be accepted and to submit their bids on time, which is scheduled on 25 March 2021, 12:00NN, PCC Office.	
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III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:38PM.

Prepared by PBAC Secretariat

Reviewed by:


MARK JAYSON R. FAJUTNAO
Assistant Head, PBAC Secretariat

Approved by:


JESON O. DE LA TORRE
Chairperson, PBAC