

**PCC BIDS AND AWARDS COMMITTEE (PBAC)**

**MINUTES OF PRE-BID CONFERENCE**

**for the**

**“Procurement of Consultancy Services for the conduct of Market Survey among  
Consumers”**

**REI No. 2022-06-0092”**

Date: 20 July 2022

Venue: PCC Meeting Room and through Microsoft Teams Teleconference

Present:

**BAC Members**

- |                     |   |  |
|---------------------|---|--|
| 1. Vice Chairperson | : | Dir. Jeson Q. de la Torre              |
| 2. Regular Member   | : | Allan Roy D. Mordeno                   |
| 3. Regular Member   | : | Atty. Christian Loren B. De Los Santos |
| 4. Regular Member   | : | Emmanuel M. Garcia                     |

**BAC Secretariat**

- |                   |   |                             |
|-------------------|---|-----------------------------|
| 1. Head           | : | Rommel R. Oira              |
| 2. Assistant Head | : | Ma. Celeste S. Dizon        |
| 3. Member         | : | Mark Jayson R. Fajutnao     |
| 4. Member         | : | Nicky Jonna Pitallano       |
| 5. Member         | : | Isabelo Miguel V. Abaño     |
| 6. Member         | : | Meonel B. Nuñez             |
| 7. Member         | : | Anna Dominique M. Francisco |
| 8. Member         | : | Floricar Gonzalodo          |
| 9. Member         | : | Bill A. Geslani             |
| 10. Member        | : | Raven Rein R. Villanueva    |
| 11. Member        | : | Ralph Riel N. Garcia        |
| 12. Member        | : | Chrislyn Joy P. Sioson      |
| 13. Member        | : | Jean Cheska R. Cabriga      |

**End-User:**

- |       |   |                   |
|-------|---|-------------------|
| 1. EO | : | Jokkaz S. Latigar |
|-------|---|-------------------|

**Bidders:**

- |                          |   |                     |
|--------------------------|---|---------------------|
| 1. People Dynamics, Inc. | : | Cydney Kho          |
| 2. People Dynamics, Inc. | : | Caterina Bon Navela |
| 3. People Dynamics, Inc. | : | Veronica Gabriel    |
| 4. PSRC, Inc.            | : | Luyene Gan          |
| 5. PSRC, Inc.            | : | Marisol Lopez       |
| 6. ASCEND                | : | Jeffrey Gatdula     |
| 7. ASCEND                | : | James Illiscupidez  |

## I. Call to Order

The PBAC Vice Chairperson called the meeting to order at 02:20 PM.

## II. Agenda

Discussion	Recommendation/ Agreements
<p><b>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</b></p> <ul style="list-style-type: none"> <li>• The PBAC, through its Secretariat, presented the Part I of the Pre-Bidding conference, as follows: <ul style="list-style-type: none"> <li>➤ Technical Components</li> <li>➤ Financial Components</li> <li>➤ Sealing and Marking of Bidding Documents</li> <li>➤ Important Schedules</li> <li>➤ General Rules</li> </ul> </li> <li>• Part II of the Pre-Bidding conference – Technical Specifications was presented by the End-user.</li> </ul> <p><b>B. Project Description and Technical Requirements</b></p> <ul style="list-style-type: none"> <li>• Procurement of consultancy services for the conduct of market survey among consumers will facilitate the data gathering and facts verification among respondents pertinent to PCC cases or research. Data gathered will be analyzed for use in research projects handled by PCC staff, cases involving mergers and acquisitions, competition enforcement, or cases under litigation or adjudication.</li> </ul> <p><b>C. Approved Budget for the Contract (ABC)</b></p> <ul style="list-style-type: none"> <li>• The ABC is One Million One Hundred Twenty Thousand Pesos (PhP1,120,000.00), inclusive of all applicable government taxes and service.</li> </ul> <p><b>D. Date/ Time of Submission and Opening of Bids</b></p> <ul style="list-style-type: none"> <li>• Submission of Bids: 03 August 2022, 12:00NN</li> <li>• Opening of Bids: 03 August 2022, 01:30PM</li> </ul> <p><b>E. Question and Answer</b></p>	

Discussion	Recommendation/ Agreements
<ul style="list-style-type: none"> <li>• The PBAC Vice Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project:               <ol style="list-style-type: none"> <li>1. Ms. Gan of PSRC, Inc. inquired if they are required to put cost estimate for all the methodologies provided in the Terms of Reference. For example, if they want to suggest face to face as one type of methodology, given the objectives, are they allowed to leave the rest of the methodologies blank?                   <ul style="list-style-type: none"> <li>➤ Mr. Latigar, the End-user representative, responded that it will depend on them if they will be proposing only one (1) methodology as long as the required details will be provided.</li> </ul> </li> <li>2. Ms. Gan also inquired on their basis for the cost when it comes to the breakdown of the financial proposal. For example, should they provide cost for the highest number of surveys or should they show the breakdown for the one survey period of face to face in NCR.                   <ul style="list-style-type: none"> <li>➤ Mr. Latigar answered that it will be better if the bidder will stick with their suggestion of showing the breakdown for the one survey period of face to face per geographical location to avoid redundancy on the financial proposal</li> </ul> </li> <li>3. Ms. Gan clarified if the two (2) pilot tests will be part of the final data.                   <ul style="list-style-type: none"> <li>➤ Mr. Latigar responded that since pilot tests are in the pre-survey activity, it will be better if it will not form part of the final data. Further clarification on this may be provided once discussed with other End-users.</li> </ul> </li> <li>4. Ms. Gan clarified whether the miscellaneous cost of items will fall under reimbursables or non-reimbursables, when it comes to the cost breakdown, as some agencies consider miscellaneous cost of items as either reimbursables or non-reimbursable.                   <ul style="list-style-type: none"> <li>➤ Mr. Latigar answered that this may be raised to their Team/Director.</li> </ul> </li> </ol> </li> </ul>	<p>An email was sent to PSRC, Inc. clarifying this matter.</p>

Discussion	Recommendation/ Agreements
<p>5. Ms. Novela of PDI and Ms. Gan asked if they need to submit the eligibility documents or just the technical and financial documents.</p> <ul style="list-style-type: none"> <li>➤ Dir. de la Torre, the PBAC Vice Chairperson, answered that each bidder shall submit one (1) original and two (2) copies of the technical and financial components which shall be placed in a sealed one (1) main envelope.</li> <li>➤ Ms. Gan further asked if they need to resubmit the eligibility documents.</li> <li>➤ Ms. Villanueva, the PBAC Secretariat, responded that only the technical and financial components will be submitted.</li> </ul> <ul style="list-style-type: none"> <li>• Dir. de la Torre reminded the bidders that late bids shall not be accepted and that their bids shall be submitted on time, which is scheduled on 03 August 2022, 12:00NN, PCC Office.</li> </ul>	

### III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 03:30PM.

Prepared by:

  
**RAVEN REIN R. VILLANUEVA**  
PBAC Secretariat

Reviewed by:

  
**ROMMEL R. OIRA**  
Head, PBAC Secretariat *msd*

Approved by:

  
**JESON Q. DE LA TORRE**  
Vice Chairperson, PBAC

Signature: *msd*

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