PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

"Procurement of Consultancy Services for the Conduct of Market Surveys among Micro, Small and Medium Enterprises for PCC Cases and Other Research Initiatives"

Date: 09 December 2024; 2:30 PM
Hybrid (Teleconference via Microsoft Teams and Onsite at PCC Office, 9/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

PBAC Members

1. Chairperson	Dir. Jeson Q. de la Torre
2. Vice Chairperson	Atty. Joseph Melvin B. Basas
3. Regular Member	Atty. Christian Loren B. De Los Santos
4. Regular Member	Acting Dir. Kirsten Dela Cruz
5. Provisional Member	Elizabeth B. Udaundo

PBAC Secretariat

1. Head	Rommel R. Oira
2. Asst. Head	Ma. Celeste S. Dizon
3. Member	Mark Jayson R. Fajutnao
4. Member	Isabelo Miguel V. Abano
5. Member	Ralph Riel N. Garcia
6. Member	Diana Lee B. Gavino
7. Member	Jessa S. Arevalo
8. Member	Marlon H. Javier
9. Member	Meonel B. Nunez
10. Member	Alleah R. Rebanal
11. Member	Hanna Grace S. Verches

Technical Working Group (TWG)

1. TWG Head/End-user Representative	Roxanne B. Ballo

Shortlisted Bidders

1. The Philippine Survey and Research Center, (PSRC) Inc.	Janine Lopez Leabel Fabella
2. The All-Asian Centre for Enterprise Development, (ASCEND) Inc.	James Joel T. Iliscupidez

I. Call to Order

The PBAC Chairperson called the meeting to order at 2:30 PM for the conduct of Pre-Bidding Conference for the **Procurement of Consultancy Services for the Conduct of Market Surveys among Micro, Small and Medium Enterprises for PCC Cases and Other Research Initiatives.**

<table>
<tr><th>Discussion</th><th>Recommendations/ Agreements</th></tr>
<tr><td>

A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)

- The PBAC Secretariat presented and discussed the Technical and Financial Forms, while the Terms of Reference was presented and discussed by the Head of the Technical Working Group.

B. Project Requirements & Technical Specifications / Terms of Reference

- The End-user confirmed if the shortlisted consultants were able to review the Terms of Reference as advertised.
- Shortlisted consultants confirmed the review of the requirements as stated in the Terms of Reference

C. Approved Budget for the Contract (ABC)

- The ABC for this project is PhP3,000,000.00.

D. Date/ Time for the Submission and Opening of Bids

- Deadline for Submission: 23 December 2024, 12:00 NN
- Opening of Bids: 23 December 2024, 2:30 PM

E. Question and Answer. The End-user representative discussed the Technical Specifications.

<table>
<tr><th>Question</th><th>Response</th></tr>
<tr><td>The representative of PSRC, Inc. asked for clarification if the requesting office has identified the geographic scope for the survey.</td><td>The End-user (EU) answered that the identified geographic scope for the survey could be nationwide, depending on the EU. The survey scope could also be regional or provincial depending on the need of the EU.</td></tr>
<tr><td>The representative of PSRC, Inc. asked if the PCC is willing to enter the data sharing agreement because of</td><td>The End-user answered that they will coordinate first with the office heads before they enter the said agreement.</td></tr>
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- All queries were clarified. Thus, the PBAC will not issue a Bid Bulletin. The bid submission and opening will proceed as scheduled.

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Discussion			Recommendations/ Agreements
	some sensitive information.		
	The representative of PSRC, Inc. asked clarification about the required pilot testing. The testing could be Two (2) Pilot Tests per round or Two (2) Pilot Tests for the entire Eight (8) rounds.	The End-user answered that it should be Two (2) Pilot Tests per round.	
	The representative of PSRC, Inc. asked clarification if they have a minimum/ maximum time allotment for interviews.	The End-user answered that they do not have a specific time allotment for the interview. Duration of Interviews will depend on the situation.	
	The representative of PSRC, Inc. asked about the Financial Proposal if the bidders will be required to provide a breakdown of costs for the different methods of interview. (Face-to-Face ,Online &Telephone Call Interview)	The End-user answered that the preferred method is Face-to-Face, as stated on the Terms of Reference.	
	The representative of PSRC, Inc. asked if the financial cost/offer to be submitted would be per round or total rounds.	The End-user answered that the submission of the Financial Proposal should be in Total Rounds.	

II. Adjournment

There being no other matters discussed the pre-bidding conference was adjourned at 2:47 PM

Prepared by:

[redacted]

RALPH RIEL N. GARCIA
PBAC Secretariat Member

Approved by:

[redacted]

DIR. JESON Q. DE LA TORRE
PBAC Chairperson