PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

"Procurement of Service Provider for Individual and Household Focus Group Discussions for the Analysis of PCC Cases and Other Research Initiatives"

Date: 16 December 2024; 2:00 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	Atty. Katrina Margarita D. Lopez
5.	Regular Member	Acting Dir. Kirsten Dela Cruz
6.	Provisional Member	Jestoni A. Olivo

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	Jonalyn F. Funa
7.	Member	Diana Lee B. Gavino
8.	Member	Jessa S. Arevalo
9.	Member	Marlon H. Javier
10.	Member	Meonel B. Nunez
11.	Member	Alleah R. Rebanal
12.	Member	Hanna Grace S. Verches

Technical Working Group (TWG)

1.	TWG Head/End-user Representative	David Paul C. Arzadon

Shortlisted Bidder/s

1.	Asian Center of Education Research and Training for Innovation (ACERT)	Mark Anthony M. Velasco Jairis Danica M. Cleofas

I. Call to Order

The PBAC Chairperson called the meeting to order at 2:00 PM for the Pre-Bidding Conference for the **Procurement of Service Provider for Individual and Household Focus Group Discussions for the Analysis of 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 Shortlisted Consultant confirmed they were able to review the Terms of Reference, and their requirement as advertised.

C. Approved Budget for the Contract (ABC)
• The ABC for this project is PhP1,000,000.00.

D. Date/ Time for the Submission and Opening of Bids
• Deadline for Submission: 3 January 2025, 12:00 NN
• Opening of Bids: 3 January 2025, 2:00 PM

E. Question and Answer. The End-user representative discussed the Terms of Reference (TOR).
<table>
<tr><th>Question</th><th>Response</th></tr>
<tr><td>Mr. Mark Anthony Velasco from ACERT clarified if the service provider will conduct the interviews and then submit the summarized report to the Philippine Competition Commission.</td><td>Mr. Jestoni Olivo, End-user representative, answered that the service provider shall be using the thematic analysis of responses. Also, the service provider shall submit the final report as well as the transcripts to the Philippine Competition Commission.</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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II. Adjournment

There being no other matters discussed, the pre-bidding conference was adjourned at 2:25 PM.

Prepared by:

[redacted]

DIANA LEE B. GAVINO
PBAC Secretariat Member

Approved by:

[redacted]

DIR. JESON Q. DE LA TORRE
PBAC Chairperson [redacted]